



**STYLE MANUAL  
FOR  
BIOLOGICAL JOURNALS**

*Prepared by the  
Committee on Form and Style  
of the  
Conference of Biological Editors*

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**Conference of Biological Editors**

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## PREFACE

This style manual is designed for research workers preparing manuscripts for publication in biological journals and for students and other prospective authors. Style is interpreted broadly to mean forms of expression in scholarly writing and the general technical requirements of journals, such as details for typing manuscripts, standard abbreviations and citation of references.

Not all fields can be covered completely, but it is our hope that this manual will be accepted, at least in part, by most biological disciplines. The instructions and recommendations represent good usage and practice; if followed, they will establish high standards in biological publications.

The 8 journals adopting this manual, in whole or in part, to date are

<i>Agronomy Journal</i>	Bulletin of the Research Council of Israel, Section B, Zoology, Section D, Botany, Section E, Experimental Medicine
<i>American Biology Teacher</i>	
<i>American Institute of Biological Sciences Bulletin</i>	
<i>American Journal of Botany</i>	Bulletin of the Torrey Botanical Club
<i>American Journal of Human Genetics</i>	Copeia
<i>The American Journal of Physiology</i>	Ecological Monographs
<i>American Midland Naturalist</i> , The	Ecology
<i>American Potato Journal</i>	Economic Botany
<i>Annals of the Entomological Society of America</i>	Entomological News
<i>Applied Microbiology</i>	Federation Proceedings
<i>Archives of Oral Biology</i>	Forest Science
<i>Arthritis and Rheumatism</i>	Green Thumb, The
<i>Association of Southeastern Biologists Bulletin</i> , The	Growth, A Journal for Studies of Development and Increase
<i>A &amp; T: The A Quarterly Journal of Oral Biology</i>	Human Biology
<i>Bacteriological Reviews</i>	Illinois Natural History Survey Biological Notes
<i>Biological Abstracts</i>	Illinois Natural History Survey Bulletin
<i>Biology: The</i>	Illinois Natural History Survey Circular
<i>Blood</i>	Illinois Natural History Survey Manual
<i>Biology: The</i>	International Bulletin of Bacteriological Nomenclature and Taxonomy
<i>Bulletin of the Entomological Society of America</i>	Iowa State Journal of Science
<i>Bulletin of the Florida State Museum, Biological Sciences</i>	Iowa, State University of Studies in Natural History
	Journal of Applied Physiology

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Journal of Bacteriology	Physiologist The
Journal of Biological Chemistry	Phytopathology
Journal of Dairy Science	Plant Physiology
Journal of Economic Entomology	Proceedings of the Academy of Natural Sciences Philadelphia
Journal of Histochemistry and Cytochemistry The	Proceedings of the Biological Society of Washington
Journal of Immunology	Progress in Cardiovascular Diseases
Journal of Insect Pathology	Public Health Reports (U S.)
Journal of Lipid Research	Quarterly Journal of the Florida Academy of Sciences The
Journal of Mammalogy	Quarterly Review of Biology The
Journal of Parasitology The	Science
Journal of Protozoology The	Soil Science Society of America
Journal of the National Cancer Institute	Proceedings
Journal of Wildlife Management	Systematic Zoology
Limnology and Oceanography	Transactions of the American Microscopical Society
Lloydia, A Quarterly Journal of Biological Science	Weeds
Metabolism	Wildlife Disease
Ohio Journal of Science The	Wildlife Review
Papers of the Michigan Academy of Science, Arts and Letters	Wilson Bulletin, The
Physiological Reviews	

The Committee on Form and Style of the Conference of Biological Editors has been responsible for preparing this manual. But without the cooperation, suggestions and talents of many people the project would have been impossible. Drafts of the manual have been read by approximately 100 editors and publishers. W O Nagel, Technical Writer for the Missouri Conservation Commission has served as a valuable technical consultant to the Committee. Past and present officers (Bentley Glass, Milton O Lee, Fred R. Cagle, Wallace O Fenn, James G. Dickson and Hiden T. Cox) of the Conference of Biological Editors and the American Institute of Biological Sciences have helped in many ways. The National Science Foundation provided generous financial support. To these people and agencies the Committee expresses its thanks and appreciation.

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1960 Style manual for biological journals. Am Inst Biol Sci  
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Eberhard Baker      Richard H. Manville

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<i>Journal of Parasitology</i> The	Soil Science Society of America Proceedings
<i>Journal of Protozoology</i> The	Systematic Zoology
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# CONTENTS

## I. WRITING

General Principles	1
Concise Language	1
Accuracy	3
The Noun-Habit	3
Of and Which	4
Dangling Participles	4
Jargon	5
Good Examples of Bad Habits	5
Spelling and Usage of Common Words	8
Punctuation	11
Compound Words	18
Numerals and Dates	19
Metric and Decimal Systems	20
Geographic and Geologic Names	21
Abbreviations and Symbols	24
Greek Alphabet	31
Diacritical Marks	32
Literature Cited Section I	32

## II. PREPARATION OF COPY

Paper	33
Typing	33
Printing	34
Corrections and Insertions	34
Title	34
Running Head	34
By line	35
Abstract	35
Headings	36
Illustrations and Legend	37
Tables	40
Mathematical Formulas and Equations	43
Statistics	43
Chemical Formulas and Equations	43



# 1 WRITING

## GENERAL PRINCIPLES

Learn to write effectively. To referees and editors and especially to readers you owe accurate, clear and concise writing. You also owe brevity to the publishing journal, since costs are high and competition for space is keen. Prepare your manuscript carefully and in standard format (for example double spacing between lines, proper headings and style).

Lead the reader from a clear statement of your subject (or purpose) through the procedures and data, on to conclusions. Think of your paper as having these main parts: abstract, introduction, materials and methods, results, discussion, and literature cited.

The introduction should open with a succinct statement of the subject, should orient the report in its field, and should explain the purpose within the above orientation.

Describe your materials and methods in sufficient detail so that another worker can repeat the exact procedures. Arrange the data in unified and coherent sequence so that the report develops clearly. Use only such tables, photographs, drawings or charts as are necessary to clarify and document the text.

In the section dealing with results, omit extensive discussion.

The discussion section should relate the new findings with previous results and include logical deductions. The abstract should summarize only the major results and conclusions.

## CONCISE LANGUAGE

Use words with precision, clarity and economy. Every sentence should be as exact and simple as possible. Economy and accuracy require using the straightforward English sentence with all parts showing: subject, verb and object.

Follow a consistent pattern of tense. Record observations and experiments in the past tense; use the present tense for generalizations and references to stable conditions.

Use the passive voice sparingly. It requires extra words and may not convey the exact meaning. Compare *Factors produce antihistamines with antibodies or produced by factors*. The passive here requires two more words and 25% more space. Worse, its idle words are not merely superfluous; they obscure the words that do the work. *It was found to have had an effect* vs. in the active voice *It had*.

Descriptions of Solutions	47
Chemical Analyses and Physical Properties of Compounds	47
Metabolic Quotients	49
Chemical Nomenclature	49
Anatomical Nomenclature	51
Nomenclature of Organisms	51
Keys for Identifying Organisms	53
Documentation and Quotation	56
Footnotes	57
Acknowledgments	58
Literature Cited	58
Examples	62
Abbreviations of Words Used in Citations	65
Abbreviations for Serial Publications	68
Literature Cited Section II	70
III APPROVAL OF MANUSCRIPTS AND RELEASE OF RESULTS	72
IV REVIEW OF MANUSCRIPTS	
Suggestions to Referees	73
V COPY EDITING	
Type Face	75
Printers Measurements and Sizes of Type	77
Casting Off	77
VI PROOF	
Text	79
Proofreaders Marks	79
Alterations	81
Illustrations	81
Handling Proof for Foreign Authors	83
VII INDEXING	84
VIII USEFUL REFERENCES	86
Index	87

The multiplication of resistant white pine trees by means of making grafts has been already demonstrated as a feasible possibility. On an experimental basis as was explained earlier over 1,000 grafts have been made and grown successfully during these studies in both green house [greenhouse] and field conditions. Yet a grafted tree has been found relatively expensive because of the necessity according to present technique of using green house space in the winter time and cold frames in the spring. Counting scions, stock, pots, labor and other each graft is estimated in cost about 12 cents. This cost might be reduced somewhat if further research will be done to further improve the methods employed. It might also be reduced by putting [sic] this operation on the basis of a large scale commercial production. Even at this relatively high figure grafting may now be done as a practical possibility due to the high price paid for certain types of ornamental [sic] planting. But the most promising means that has appeared of reducing the cost of propagating rust resistant white pine trees is through the rooting of cuttings.

Careful rewriting can weed out most of this

Propagation of rust-resistant white pine by grafting is feasible but grafted trees are too expensive (about 12 cents each) except for certain ornamental plantings. Improved technique and large-scale commercial production may reduce the cost of grafted trees but the use of rooted cuttings seems more promising.

#### ACCURACY

Use words in their exact meaning, checking carefully with a dictionary. Where there are synonyms, select the one that conveys your meaning. Consider for example whether two objects are joined, connected, united, linked, annexed, coupled, associated, or attached; they may even moseulate or anastomose or perhaps they merely communicate or interdigitate.

Make sure you use technical terms correctly: when in doubt check with someone who knows. If you used spinach leaves or the flower-buds of cauliflower or carrot roots say so at least once. If *serena*, specify the animal; if tea or tobacco is it the green leaf or the prepared leaf of commerce. The reader can only guess if you do not make such important detail clear.

#### THE NOUN-HABIT

Unfortunately some professors and even some editors have had linguistic habits. Abuse of nouns as adjectives, especially in clusters is increasing ("a new type motor skills college performance test"). Ask biologists to express avoiding something and we will probably make a noun phrase *the avoidance of*. Only with effort can we resist the tendency to categorize to use nouns instead of adjectives or participles (verbal adjectives). We write *in length* instead of *long*, *of a peculiar order* instead

Biological publications now cost almost six cents a word. But more than money is at stake. Economy of communication and reading time is the major concern. Economy of words also yields clarity. *I found* costs less than half as much as *it was discovered* and identifies the discoverer immediately. When *experiments were conducted*, the reader cannot tell whether the author or his predecessors conducted them. If you use *I* or *we* (*we* for two or more writers, never as a substitute for *I*) you easily avoid the passive voice at least in that one sentence. *I* may embarrass the writer but it takes exactly one tenth the space. It is also clearer for the writer is often ambiguous.

These analyses, according to Smith, were inconclusive. Though the samples analyzed were collected from localities unknown to the writer.

When you finish your first draft, study each sentence to see whether you can shorten or even omit it. Delete unnecessary words. If each deletion saves six cents, your total effort may save several dollars, and greatly increase your clarity and accuracy. You may even enjoy this word game and the prize is increased professional competence. *It is interesting to note that*, for instance, does no real work. Change every *It was discovered that* to *I found*. Change every *It was reported by Smith* to *Smith reported*. Be alert for *by* as the danger sign of the passive voice. *Which* and *of* may be signs of wordiness. The words *very*, *much*, *more* and *quite* have a place but are frequently misused as super-superlatives. If a word expresses an absolute quality or condition the comparative has no place. For example something can be complete, immediate, adequate, sterile or universal; it cannot be very complete, quite adequate, more sterile, etc.

Avoid the habitual phrases and jargon of your field (this does not mean technical terms) and use simple words. Short words are clear and save space. Compare *But* (no comma) with *However* (and comma) as a sentence beginning. *But* saves over 60%.

Writing can be too compact but wordiness is the common fault; it should be corrected before you test for excessive terseness.

The final test (to be applied constantly, sentence by sentence) is whether the meaning is simply and clearly stated. Rewrite your paper several times, then get help from a patient critical colleague; he may find faults you have overlooked.

Unnecessary repetition, extraneous detail, and loose phrases can obscure even simple ideas. Here is a paragraph (cited by Riker, 1946) from a paper submitted for publication:

The multiplication of resistant white pine trees by means of making grafts has been already demonstrated as a feasible possibility. On an experimental basis as was explained earlier over 1 000 grafts have been made and grown successfully during these studies in both green house [greenhouse] and field conditions. Yet a grafted tree has been found relatively expensive because of the necessity of resorting to present technique of using green house space in the winter time and cold frames in the spring. Costing seedlings, stock, pots, labor, etc., each graft is estimated to cost about 12 cents. This cost might be reduced somewhat if further research will be done to further improve the methods employed. It might also be reduced by posing if this operation on the basis of a large scale commercial production. Even at this relatively high figure grafting may now be done as a practical possibility due to the high price paid for certain types of ornamental white pines. But the most promising means that has appeared of reducing the cost of propagating most resistant white pine trees is through the resorting of cuttings.

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Propagation of most resistant white pine by grafting is feasible but grafted trees are too expensive (about 12 cents each) except for certain ornamental plantings. Improved technique and large-scale commercial production may reduce the cost of grafted trees but the use of rooted cuttings seems more promising.

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only implies a continuous process in the present. Use a cautious *which* or preferably *that* "the enzyme that oxidizes malate." Good usage favors *that* for defining-clauses and *which* for descriptive clauses (those set off by commas). If a participle dangles, or clings the wrong way, a *that* may save you from the snitches.

### JARGON

In science, jargon is the shorthand or slang of technical language. In chemistry for instance, *supernate* is laboratory jargon for *supernatant fluid*. All fields similarly manufacture words by adding *-ate*, a suffix indicating the result of a process: *filtrate* is "that which has been filtered." But even with this common word, writers sometimes confuse the clarified liquid (properly the filtrate) with the residue left on the filter. Both in a sense, "have been filtered." Such inventions as *dialysate* and *centrifugate* compound the confusion, and terms such as *shockate*, *washate*, and *sowicate* are not even understandable. Thoughtless prefixes also produce jargon: *Preanesthetate* *unincubated*, *preformed*, *pre-test phase*. Biology shares with advertising the poor practice of concocting verbs from adjectives by adding *-ize*: *solubilize*, *analyse*, *personalize*. Business has blessed science with *personnelize*. But science is responsible for experimenting with *re-* as a prefix for new compound verbs, e.g., *rehydrolyze*, *redissolve*, *reincubate*.

Many writers use intransitive verbs, which do not take an object or have the passive voice, as if they were transitive. One cannot "react alcohol with acetic acid," or state that "alcohol was reacted with acetic acid," or have an "unreacted substance."

Read your paper aloud to uncover such tongue-twisters as "preformed performic acid was prepared," and such jingles as "cessation of saturation," "periodical general physical," and "conducted protracted."

### GOOD EXAMPLES OF BAD HABITS

Here are some imperfections and possible corrections

#### Abuse

#### Correction

Our research, designed to test the fatal effects of XXX on dogs, was carried out by intravenously introducing the drug. In the experiments a relatively small quantity 3 cubic centimeters was administered to each animal. In each case XXX proved fatal, all dogs expiring before lapse of five minutes after the injection.

The intravenous injection of only 3 ml of XXX kills a dog within 5 min.

of *peculiar*, and of *great importance* instead of *important*. We use the relative pronoun (usually *which*) rather than an adjective or participle 'a technique *which was widely in use* five years ago' rather than "a technique widely used five years ago". Noun constructions, the passive voice and inaccurate wording combine to obscure meaning and waste space.

### OF AND WHICH

Here is a passage (cited by Baker 1956) suffering from the *of and which* disease

Many biological journals especially those *which* regularly publish new scientific names now state in each issue the exact date of publication of the preceding issue. In dealing with journals *which* do not follow this practice or with volumes *which* are issued individually the biologist often needs to resort to indexes in order to determine the actual date of publication of a particular name.

Eliminate *of's* and the nouns they bring in, change *which* phrases into participles, and nouns into verbs, and you have

Many biological journals especially those regularly publishing new scientific names now give the date of the preceding issue. For journals not adhering to this practice and in some books the biologist must turn to indexes in order to determine the actual date of publication of a particular name.

Wisely used, a participle saves at least one word (the linking *which*) and often eases a passage built entirely of static *of* and *which* segments.

### DANGLING PARTICIPLES

When not carefully placed, participles dangle; they modify the wrong word especially when the passive voice has eliminated the right one.

Judging by present standards these trees are  
Looking through the microscope the cells could be  
Nitrogen was determined using the Kjeldahl method

The simplest remedy for the first example is to change the present to the past participle 'judging' to 'judged'. It might be better to bring the subject forward in the sentence: 'These trees, judged by present standards, are'. The next two examples profit from dropping the participle altogether: 'Under the microscope, cells could be'. Nitrogen was determined by the Kjeldahl method. A common renegade among participles is 'following' in the sense of 'after' as in 'following the talk he visited the laboratory'. Present participles functioning as simple adjectives often adhere to the wrong noun. What does 'the enzyme oxidizing malate' mean: 'malate that oxidizes the enzyme' or 'the enzyme that oxidizes malate'? The second meaning is correct. Even

only implies a continuous process in the present. Use a cautious *which* or preferably *that* "the enzyme that oxidizes malate." Good usage favors *that* for defining-clauses and *which* for descriptive clauses (those set off by commas). If a participle dangles or clings the wrong way a *that* may save you from the *whiches*.

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The intravenous injection of one 3 ml of XXX kills a dog within 5 min.

## Idios

A method, which was found to be expedient and not very difficult to accomplish and which possessed a high degree of accuracy in its results was devised whereby

The quantitative findings reported by Smith were analyzed and seemed, according to our interpretation to contain significant inconsistencies. Our reasons for attaining this diverse opinion are

Of the utmost importance is the need to examine quantitatively the various instars which have not reached maturity in order to evaluate and determine the validity of the theory advocated by Przibram

## Wordy

an innumerable number of tiny veins as can be seen from the following Table (or Fig.)

at the present moment  
bright green in color  
by means of  
conducted inoculation experiments on contemporaneous in age  
created the possibility  
due to the fact that  
during the time that  
equally as well  
fewer in number  
for the reason that  
from the standpoint of  
goes under the name of  
I shall with your permission offer some brief observations

in order to  
in terms of  
in the event that  
in view of the fact that  
it is possible that the cause is  
it is this that  
it would thus appear that

## Correction

An easy accurate way to

We think Smith's measurements are questionable because

To test Przibram's hypothesis all immature instars must be measured.

## Concise (Hesling, 1953)

innumerable tiny veins  
data in Table (or Fig.) x show

now  
bright green  
by with  
inoculated  
contemporaneous  
made possible  
because  
while  
equally well  
fewer  
because since  
according to  
is called  
May I say a few words

to  
in  
if  
since because  
the cause may be  
this  
apparently

*Wordy*

lenticular in character  
 masses are of large size  
 of such hardness that  
 on the basis of  
 plants exhibited good growth  
 sacrifice (for XIII)  
 serves the function of being  
 the fish in question  
 the tests have not as yet  
 the treatment having been performed  
 there can be little doubt that this is  
 they are both alike  
 throughout the entire area  
 throughout the whole of the experiment  
 two equal halves  
 we will always have a miscellany of  
 quality in terms of illustrations  
 with reference to  
 As already stated  
 Concerning this matter it may be borne  
 in mind that  
 In this connection the statement may  
 be made that  
 It is interesting to note that  
 It has long been known that  
 It may be said that  
 Typical results are shown  
 With respect to the occurrence of these  
 types it has been found that

*Concise*

lenticular  
 masses are large  
 so hard that  
 from, by because  
 plants grew well  
 kill  
 is  
 this fish  
 the tests have not  
 after treatment  
 this probably is  
 they are alike  
 throughout the area  
 throughout the experiment  
 halves  
 the quality of illustrations will  
 always vary  
 about

} Omit such introductory phrases

*Bad Reference*

A far as my own observations are con-  
 cerned, they show  
 As far as this fauna is concerned, it  
 As for the frog, they are  
 It has not been possible to identify it  
 with any of the described forms and  
 it seems to be so distinct that it is  
 probable that additional examples  
 could be recognized without diffi-  
 culty

*Good Reference*

My observations show  
 This fauna is  
 Frogs are  
 I could not identify it, but it is so  
 distinct that additional specimens  
 could easily be recognized.

*Verbose*

This book fills a much needed gap  
 What we need is a list of biologists  
 broken down by specialization

*Simple*

This book is much needed  
 What we need is a list of biologists  
 classified by specialties

*Nonsense*

While flying over Fort Churchill in a Polar Cub two foxes were seen in a highly abnormal condition

On November 2 1957 a porcupine was brought to the laboratory by a wildlife biologist in a moribund condition

*Sense*

From a Polar Cub flying over Fort Churchill I saw two foxes in a highly abnormal condition

On 2 November 1957 a wildlife biologist brought a moribund porcupine to the laboratory

## SPELLING AND USAGE OF COMMON WORDS

Follow the current edition of *Webster's New International Dictionary* for spelling and division of words. Use the first choice where a choice is given. Use great care in spelling foreign names and words, making sure that accents and other diacritical marks (see p. 32) are correct. The forms listed below are good usage.

acclimatize

acetylcholine *no hyphen*

acknowledgment

aesthetic or esthetic

after (later in time subsequent) *see following*

agenda (things to be done or dealt with) *singular* *agendum*

agglutinin adsorption *not* agglutinin absorption

albumin (albumen means white of egg)

alga *plural* algae

aliquot *better to substitute sample portion or "fraction"* (Aliquot means integral fraction. Strictly speaking one cannot take a 3 ml aliquot from 10 ml of solution.)

all right *never* alright

amino acid *no hyphen*

amoeba or ameba for common term, *but* *Amoeba* as a generic name

ampoule ampule *preferred to* ampul

anaerobic *not* anerobic

analogue

analyze

and/or *avoid use of*

anesthesia *not* anaesthesia

anticholinesterase *one word*

autolytate or autolysate

autolyse *but* autolysis

autopsy (postmortem examination) *see* necropsy

bacillus *plural* bacilli (noun)

bacterial (adj)

bacterium *plural* bacteria (noun)

baker's yeast

basis *plural* bases

bio-assay

biological *preferred to* biologic

biuret

brain stem, *not* brainstem

breakdown (noun) break up (noun)

brewer's yeast

Büchner funnel *not* Buchner

Buchner hydraulic press or press juice

burette or buret

~~canceled~~ *cancelling*

~~cancellation~~

cannot

carcass carcases

catalogue or catalog

catalyze

catecholamines

cellophane cellophane

cholinesterase

carboxylase

coccus *plural* cocci

cod liver oil

compared with *instead of* compared to

- (unless comparisons are greatly dissimilar)
- controlled, controlling
- cooperate cooperation
- coordinate
- corn oil
- countercurrent
- co-worker
- criticism plural, criteria
- criticize
- crystalline, crystalline
- curriculum plural curricula
- cytochrome c, e, etc
- dark-eyed, dark-haired before a noun
- darkroom (photography)
- data (plural) *datum* *datum*
- daylight (time)
- deep-rooted, deep-seated before a noun
- deoxy (prefix) *not* desoxy
- demerit
- demonstrator
- dialysis
- dialysis, dialyze
- dipole ion, *not* swifter ion
- disc preferred to disk
- disulfide
- double-cross (noun and verb)
- due to (as adjective *must* refer to noun) *not* owing to
- electromicrograph
- embryo plural, embryos
- endemic (affecting few people local)
- end plate end point
- envelop (verb)
- envelope (noun)
- eutectic (affecting few animals local)
- erysipelatous erysipelas
- epidemic (affecting many people at once widespread)
- epiphytic (affecting man plants at once widespread)
- epizootic (affecting many animals at once, widespread)
- equilibrium; plural equilibria
- estrous (adj.) *not* oestrous
- estree (noun) *not* oestree
- extracellular *not* hyphen
- eyeball, eye color
- eyepiece micrometer
- farther (comparative of far)
- focused, focusing
- fold (words with suffix *fold* are solid, except when Arabic numeral is used as 4-fold)
- following (immediately to be treated)
- do not use for after*
- foothill, footprint
- formalize formalization
- former and latter *avoid* and *never use* when referring to more than two antecedents in a sentence
- formula plural formulas
- fourfold *not* fold
- fractions, *not* hyphen in one-half one-third, etc., but *use* decimal system with Arabic numerals as 0.5 0.33, etc.
- free from, *not* free of
- freeze-dried
- freezing point
- fuller's earth
- fungous (adj.)
- fungus (noun) plural fungi
- further (in addition)
- gall bladder
- gallop
- gastrointestinal
- gauche
- gelatin, *not* gelatine
- genus; plural, genera
- germ cell
- gladiolus plural gladioli or gladioluses. But *Gladiolus* as generic name.
- gram-negative (adj.)
- Gram's stain
- gray preferred to grey
- half life (noun and adj.)
- half-tone (in engraving)
- hemocoele preferred to hemocoel
- hemorrhage preferred to haemorrhage
- homologue *not* homolog
- hydrolysis (noun) plural hydrolyses
- hydrolyze (verb) hydrolyzate (noun)
- hypothesis plural hypotheses
- hypothesis *not* hypotheate



- index *plural* indexes or indices (of refraction mathematical)
- indole
- infrared
- innocuous (*adj*)
- inoculate
- inoculum *plural* inocula
- insanitary (*adj*)
- intra-arterial
- intracardiac
- intracellular
- juvenile (noun *adj*)
- Kjeldahl kjeldahlize
- kneecap knee-deep
- Krebs cycle
- Krebs Ringer solution
- label labeled
- landfall landlocked
- leukemia, *preferred to leucemia*
- leukocyte *preferred to leucocyte*
- lifelike life-size lifetime
- like (words with suffix *like* are solid except where *i* is tripled as in shell like or in long words as pleuropneumonia like)
- lipid (noun) *not* lipide lipin lipoid
- lipoic acid, *not* thioctic acid
- lipoid (*adj*)
- lipoprotein
- liquefy
- matrix *plural* matrices
- maximal (*adj*)
- maximum (noun) *plural* maxima
- medium *plural* media, mediums
- micro Kjeldahl
- micromethod
- microorganism
- midsummer
- mold (noun verb)
- mucin
- mucous (*adj*) mucus (noun)
- multicolored
- necropsy (postmortem examination) *see* autopsy
- Nessler reagent and Nessler test *but* nesslerize
- ninhydrin
- non (most words with this prefix are solid)
- oasis *plural* oases
- off-color *but* offshoot offshore
- optimal (*adj*)
- optimum (noun) *plural* optima
- overall (noun) over-all (*adj*)
- owing to (modifies a verb and means *because of*)
- ovaloacetic acid
- pandemic (widely epidemic in people)
- panzootic (widely epidemic in animals)
- per cent *use* symbol (%) with number
- percentage (e.g. the percentage of cells)
- Petri *but* petri dish
- phagocytosis (noun) *but* phagocytize (verb)
- phenomenon *plural* phenomena
- photochemistry
- photomicrograph (in microscopy) *not* microphotograph
- phylum *plural* phyla
- pipette or pipet
- poly post pre- (most words with these combining forms are solid)
- protozoa *singular* protozoan. *But* Protozoa as phylum
- protozoan (*adj*)
- radioactive
- radioautograph *not* autoradiograph
- radioisotope
- radius *plural* radii
- Ringer's solution
- separating funnel separatory funnel
- septum *plural* septa
- serum *plural* sera
- skillful
- solubilize *never use* ( *ize* may be added to noun but not to adjective)
- steam-distill
- stopcock
- syllabus *plural* syllabi
- tapeworm
- taproot tap water
- taxon *plural* taxa
- technique technic
- thiamine

thioctic acid, *was* lipoic acid

thioglycolate

threefold, *are* fold

titer

trichloroacetic *not* trichloroacetic

tryptophan (*no* final *e*)

turnover-number

Tween 80 = polyoxyethylene sorbitan

monooleate *Use* capital and chemical

name first time in text

twofold *are* fold

ultra- (*most* words with this prefix are solid, as ultracentrifuge ultraviolet)

vertebra plural, vertebrae

wavelength

weekday

while (of time) *avoid* using as conjunction instead of *although*, *and* *but*,

*whereas*

wildlife

X-ray (adj) X ray (noun)

Y-shaped, Y form

## PUNCTUATION

Punctuation requires the same care that selecting words and word order does. A good style (proper words in proper places) may require less punctuation than a bad one for punctuation must then do the work that word order might do better. Nevertheless it is better to use unnecessary commas than to risk ambiguity.

### Period

- 1) Use a period (full stop)
  - a) after a declarative or exclamatory sentence
  - b) as a decimal point
  - c) after abbreviations of given names (W. B. Jones) and Latin words (e.g., *Le.*, *et al.*)
  - d) at the end of a footnote
- 2) Use three spaced periods (ellipses) when a word or a group of words within a sentence is omitted from quoted material, being careful to leave a space before and after thus "Mary had lamb." If the omitted words begin a sentence no ellipsis is necessary. If the omitted words conclude a sentence, place the ellipsis before the period. If the omitted words are the first part of a second sentence in the quotation place the ellipsis after the period. Notice the spacing after the word period in the two preceding sentences. If a paragraph is omitted in the quotation, use a whole line of periods. (Some publications use three asterisks.)
- 3) Omit the period after
  - a) capital-letter abbreviations of names of biochemical compounds (DNA) government agencies (AEC NSF USDA, NIH) societies (AIBS) international agencies (WHO UNESCO)

- b) contractions and symbols for chemical elements and units of measurement The distinction between an abbreviation and a symbol is often tenuous. Thus, in running text mg (milligram) may be considered to be either and punctuated accordingly However in expressions of a mathematical type such as  $2 \text{ mg/ml}$  it is much better to regard the terms as symbols and omit the period. Some terms, such as  $\mu\text{c}$  (microcurie) cannot really be considered abbreviations
- c) Roman numerals and ordinal numbers (22nd)
- d) titles, subtitles, headings and major subheadings except run-in subheadings legends for tables
- e) items in lists
- 4) In special situations place the period
  - a) inside the quotation marks when a sentence ends with a quoted phrase even when the period is not part of the quotation
  - b) inside or outside parentheses or brackets, depending on whether the parenthetical matter is an independent sentence (the period goes inside) or is a subordinate part of the main sentence (the period goes outside)

### *Centered or Raised Period*

- 1) Use a centered period for
  - a) water of hydration in chemical formulas ( $\text{Na}_2\text{B}_4\text{O}_7 \cdot 10\text{H}_2\text{O}$ )
- 2) A centered period may be used to indicate
  - a) multiplication when equations are too crowded to permit use of the times sign ( $\times$ ) or when use of closed up or thinly spaced symbols is not satisfactory for example  $k \times g \times (a + 2)$  may be printed  $k g(a+2)$  or  $k g (a+2)$  or  $k g(a+2)$
  - b) chemical bonds if the standard bond sign occupies too much space
  - c) genetic expressions *AA AB BB* etc.

### *Comma*

The comma provides separation or brief pause within a sentence and is helpful in grouping words, phrases and clauses for clarity and ease of reading Do not separate a subject and its verb or a verb and its object, except by phrases between commas. Noun phrases can act as subjects and objects and should not be set off with commas.

- 1) Use a comma
  - a) to separate two independent clauses joined by a coordinating

- conjunction (*and, but, for yet, neither therefore or so*) (See 2a below see also p. 14.) If the clauses contain internal punctuation, separate them with a semicolon.
- b) to set off a dependent introductory clause begun with a subordinating conjunction (*if although since when, where he came*)
  - c) to separate words in apposition
  - d) to separate the elements (clauses words or phrases) in a series. If an element contains commas or other punctuation, separate with a semicolon. (If a series is constructed grammatically the parts will be parallel—that is each part can be read separately in the sentence without loss of sense)
  - e) to separate nonrestrictive (nondefining) clauses or phrases from the rest of the sentence (Nonrestrictive clauses or phrases give extra information that is not essential to the meaning of the sentence. If you are uncertain whether the phrase is restrictive read the sentence without it. If the meaning is materially altered, the phrase is restrictive)
  - f) to separate conjunctive adverbs (*therefore thus then still, however accordingly moreover nevertheless consequently*) and transitional phrases (*on the contrary [but may do the work as well] on the other hand in fact after all, in the first place [first is better]*)
  - g) to set off a short quotation. If the quotation is long, use a colon
  - h) to set off inserted elements. From days 5 to 32 the growth, as shown in Fig. 1 was rapid."
  - i) to separate dates (years) and places. "The work was done on 3 April, 1949 at Madison, Wisconsin."
  - j) to set off contrasted words phrases or other elements "It is not " "The greater the less "
  - k) to separate words phrases and clauses placed out of their natural position for emphasis or clarity
  - l) to separate two adjacent sets of figures. "In 1933 100 experiments "
  - m) to group numbers in thousands 1,000 18,000 1,000,000
- 2) Omit the comma
    - a) if two independent clauses joined by a coordinating conjunction are short and no ambiguity results
    - b) after a short introductory phrase begun with a preposition, if no ambiguity results

- b) *contractions and symbols for chemical elements and units of measurement* The distinction between an abbreviation and a symbol is often tenuous. Thus in running text mg (milligram) may be considered to be either and punctuated accordingly. However in expressions of a mathematical type such as  $\frac{1}{2}$  mg/ml, it is much better to regard the terms as symbols and omit the period. Some terms such as  $\mu$ c (microcurie) cannot really be considered abbreviations.
- c) Roman numerals and ordinal numbers (22nd)
- d) titles, subtitles, headings, and major subheadings, except run-in subheadings legends for tables
- e) items in lists
- 4) In special situations, place the period
  - a) inside the quotation marks when a sentence ends with a quoted phrase even when the period is not part of the quotation
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  - a) multiplication when equations are too crowded to permit use of the times sign ( $\times$ ) or when use of closed-up or thinly spaced symbols is not satisfactory for example  $k \times g \times (a + 2)$  may be printed  $kg(a+2)$  or  $k \cdot g \cdot (a+2)$  or  $k \cdot g(a+2)$
  - b) chemical bonds if the standard bond sign occupies too much space
  - c) genetic expressions  $A \cdot A \cdot AB \cdot BB$  etc

#### *Comma*

The comma provides separation or brief pause within a sentence and is helpful in grouping words, phrases and clauses for clarity and ease of reading. Do not separate a subject and its verb or a verb and its object, except by phrases between commas. Noun phrases can act as subjects and objects and should not be set off with commas.

- 1) Use a comma
  - a) to separate two independent clauses joined by a coordinating

*Question Mark*

- 1) Use a question mark
  - a) **■** the end of a direct question even if the question is presented in declarative form
- 2) Do not use a question mark
  - a) after an indirect question
- 3) Place the question mark inside the quotation mark if the question mark **■** part of the quotation or outside if the mark is part of the sentence that includes the quotation.

*Exclamation Point*

The exclamation point is rarely justified in scientific writing

*Dash*

Do not substitute a dash (em) for a comma, semicolon or colon.

- 1) Use the dash sparingly
  - a) to indicate an abrupt break or shift in thought
  - b) to separate parenthetical matter especially to secure emphasis (but see Parentheses)
  - c) within brackets within parentheses for a third level of interpolation. (Avoid this cumbersome construction.)
  - d) to indicate that an important thought is coming next

*Parentheses*

- 1) Use parentheses
  - a) to set off comment or explanation that is structurally independent of the sentence. (Parentheses indicate a greater independence than dashes.)
  - b) to group mathematical expressions
  - c) to label enumerations included within a paragraph. "The four steps were (i) (ii) (iii) and (iv) " (but do not label the enumerations unless necessary) (See Enumeration and Series p. 17)
- 2) Avoid use of double parentheses ( ( ) )
- 3) Use single parentheses to set off enumerated paragraphs 1) a) 1)

*Brackets*

- 1) Use brackets
  - a) to set off insertions within quoted matter
  - b) around parenthetical remarks inserted within other parenthetical remarks

- c) around short appositives. "The species *Bombyx mori* 'The respiratory quotient RQ is "
  - d) after equations and formulas set off from the text by centering on the page
- 3) Place the comma
- a) inside the closing quotation marks when a sentence continues beyond the end of the quoted phrase, even when the comma is not a part of the quotation
  - b) after a period that follows an abbreviation if the sentence requires a comma. Do not expect the period to do its own work and substitute for the comma also

### Semicolon

The semicolon is a mark of coordination and therefore should not be used with dependent clauses.

- 1) Use the semicolon to separate
  - a) coordinate clauses not joined by a conjunction
  - b) coordinate elements containing internal punctuation
  - c) elements of a series if the elements contain internal punctuation
  - d) coordinate clauses joined by a conjunctive adverb (*however moreover also then*) (Clauses introduced by subordinating conjunctions [*because whereas inasmuch*] are separated by commas.)
- 2) Place the semicolon
  - a) outside the quotation mark

### Colon

- 1) Use a colon
  - a) to introduce a long quotation (A comma is sufficient for shortones.)
  - b) to introduce a list or enumeration
  - c) to emphasize a sequence in thought between two complete sentences when the emphasis obtained by a period or word such as *namely* is insufficient
  - d) to separate a complete clause from a following illustrative clause or phrase
  - e) to separate parts of ratios (The slant line *solidus*, or *virgule* also serves this function if there are only two elements in the ratio but do not use the slant line in a three-element ratio)
  - f) in literature citations to separate volume and page numbers

- 1) It may be used instead of a colon to indicate ratio (3/4 or 3 : 4) but not in a ratio involving more than two elements. (The ratio 1 : 2 : 4 is clear; 1/3/4 is not.)
- 2) Do not use the slant line as shorthand for per if more than one is required. To abbreviate "The strontium fallout was 1.5 micro-microcuries per square mile per year" use the form "The strontium fallout was 1.5  $\mu\text{mc}/\text{square mile year}$ " or "1.5  $\mu\text{mc}/(\text{square mile} \times \text{year})$ " so that both square mile and year fall in the denominator where they belong. Do not write "1.5  $\mu\text{mc}/\text{mi}^2/\text{yr}$ "
- 3) Avoid such expressions as *and/or* and *signal/noise ratio*. The expression "The cultures were subjected to light and/or dark" can be expressed by "The cultures were subjected to light or dark, or both." Use a hyphenated compound, *signal-to-noise ratio*, instead of *signal/noise ratio*.

### *Punctuation of Literature Cited*

Follow the style indicated on pages 58-65. Separate the main parts of the citation—authors, date, article title, journal (or book name, publisher and address) and volume and page numbers—with periods. Use a comma between author's surname and his initials and between the publisher's name and the city. Use a colon after the volume number or issue number. Avoid *issue number* unless *issue* is paged separately; use parentheses around *issue numbers* if accompanying volume number. Use a hyphen between the extreme page numbers of the citation.

### *Enumeration and Series*

Series range from three one-word elements to complex enumerations, each element of which may require a separate paragraph. Complex series are often overused and poorly constructed. If a complex series seems necessary, consider whether the same purpose can be accomplished by separation into sentences, in proper order with use of indicative words such as *then*, *when*, *afterward*, and *finally*. In a properly constructed series, simple or complex, each element can be read separately in the sentence without loss of meaning; that is, the elements are constructed in parallel. For example, the sentence "The mixture was heated, shaken, centrifuged, and the supernatant fluid frozen" is not properly constructed for the last element cannot be read as part of the series. The first three elements make up a series, but the last must become a coordinate clause with a verb: "The mixture was heated, shaken, and centrifuged; the supernatant fluid was frozen."



*Apostrophe*

- 1) Use an apostrophe
  - a) and 's to form the possessive of a singular noun but the apostrophe alone to form the possessive of a plural noun ending in s
  - b) to indicate omission of letters in a contraction but contractions are inappropriate in scientific writing. No apostrophe necessary in an abbreviation or symbol.
  - c) and s to form the plural of letters, figures and some words. 'He uses too many but s.'

*Quotation Marks*

- 1) Use double quotation marks in the text around
  - a) all direct quotations
  - b) titles of articles, parts of books and series titles
  - c) new technical terms or old terms used in a new or unusual sense
- 2) Use single quotation marks around a word, title or term within a quotation. Follow the rules for double quotation marks.
- 3) Special situations
  - a) If a quotation extends over more than one paragraph begin each paragraph with quotation marks, but close the quotation only at the end of the last paragraph.
  - b) Relationship to other punctuation. (i) Place a comma or period inside the closing quotation mark, even if it is not part of the quotation. (ii) Place the colon and semicolon outside the quotation marks. (iii) Place question marks and dashes inside the quotation when they belong to the quotation outside if they do not.

*Hyphen*

- 1) Use a hyphen
  - a) between the numerator and denominator of a fraction when spelled out (one-third)
  - b) between the parts of some compound words (see p. 18 also Webster's dictionary under compound, for discussion of hyphen)
  - c) between numbers to indicate a range

*Slant Line (Solidus or Virgule)*

Since the slant line (/) is a mathematical mark of division ( $3/4 = \frac{3}{4} = 3 \div 4$ ) it must be used with care

- 1) It may be used instead of a colon to indicate ratio (3/4 or 3 : 4) but not in a ratio involving more than two elements. (The ratio 1 : 3 : 4 is clear; 1/3/4 is not.)
- 2) Do not use the slant line as shorthand for per if more than one is required. To abbreviate "The strontium fallout was 1.5 microcuries per square mile per year" use the form "The strontium fallout was 1.5  $\mu\text{c}/\text{square mile year}$ " or "1.5  $\mu\text{c}/(\text{square mile} \times \text{year})$ " so that both square mile and year fall in the denominator where they belong. Do not write "1.5  $\mu\text{c}/\text{mi}^2/\text{yr}$ ."
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- 1) Punctuate all simple series with commas
  - a) "The mixture was heated *shaken and centrifuged* "
  - b) "The mixture was heated to 40 C *shaken at 30 cycles per sec and centrifuged at 18 000  $\times g$*  "
- 2) Punctuate more complex series (those in which the individual elements contain their own punctuation) with semicolons.
  - a) "The mixture was heated at 40 C for 10 min to inactivate , which , shaken at 30 cycles per sec and centrifuged at 18 000  $\times g$  "
  - b) "The mixture was heated, shaken and centrifuged the pellet was discarded, and the supernatant fluid was quick-frozen and stored for 3 days at -10 C "
- 3) If a still more complex series and subseries combination is required, enumerate each element in the main series with a small Roman numeral in parentheses, (i) (ii) (iii) separate the parts of the main series with semicolons and punctuate the subseries with commas. *If necessary go a step farther and make each part of the enumerated main series into one or more sentences.*
- 4) In extremely complex series, paragraph enumeration may be required. Begin each paragraph with an Arabic numeral and a single closing parenthesis.

### COMPOUND WORDS

A compound word is a single word composed of two words joined together with or without a hyphen. A compound word expresses an idea different in meaning or function from the idea expressed by the two separate words (*black bird*, possibly a crow *blackbird*). Solid compounds are, in general *much more common in scientific writing* than hyphenated compounds but occasionally a hyphen is needed to avoid a confusing sequence of letters (*freeze-dry cell-like red-eared sunfish*).

Two questions must be answered to determine whether a compound should be formed: (i) is compounding desirable? and (ii) should a hyphen be used?

- 1) Compound nouns are separate when the two elements are both accented (e.g. *buffalo fish oak wood*) solid when the term has a special meaning and one of the elements has lost its accent (as, *blackboard*). The following compound nouns take a hyphen: those made up of verb and noun or pronoun (*catch-all*) those made up of two verbs (*has-been*) and those naming a technical unit of measurement (*foot pound light year*).
- 2) Compound adjectives are hyphenated but a few are set solid

(usually those ending in *born*, *bred* *proof* *worthy* and certain others) Do not use a hyphen in a compound adjective formed from an adverb ending in *ly* and a present or past participle ("a quickly completed reaction")

- 3) Compound verbs formed from an adjective and noun, adjective and verb, verb and adjective or two verbs are hyphenated.
- 4) Compound adverbs are usually hyphenated.
- 5) Prefixes suffixes and combining forms Words in which prefixes, suffixes or combining forms appear are derivatives rather than compounds. Derivatives are usually set solid. The following are the most important exceptions (i) the prefix *self* (ii) the suffix *like* when the main stem ends in *l*, or contains several syllables (iii) any prefix used with a proper name (but in geology *Procambrian*) (iv) any prefix which, if set solid, would form a word easily confused with another—for example, *un-ionized* *un-ionized* (v) any form that would be confusing because of the doubling or tripling of a letter
- 6) Certain scientific societies approve lists of common or vernacular names of animals and plants that contain compound words. Adopt these names because they represent good usage. The Entomological Society of America approves the common names of approximately 1,500 insects (see p. 54). In forming compound names (where one is a group name) for insects a separate word is used for the group name if it is systematically correct. With few exceptions names ending in *bug* *fly* *copper* *roach*, and *worm* are set solid. Names with a final element of *ant*, *aphid* *beetle* *borer* *caterpillar* *louse* *weevil*, *mosquito* *moth*, *roller* *tick* and *worm* are set as two words. Examples *bedbug*, *housefly* as contrasted with *dog tick*. Argentine *ant*. The American Ornithologists' Union publishes a check-list (see p. 54) of vernacular names for species (but not subspecies) of North American birds. Initial capital letters are recommended for the complete names of species, but not subspecies. Examples *American Goldfinch*, *Brown-throated Wren*, *Orchard Oriole* and *Steller's Eider* but *goldfinch*, *wren*, *oriole*, and *eider*.
- 7) Plant names ending in *bean*, *berry* *bush*, *cup* *flower* *grass*, *lily* *nut*, *pod*, *root*, *thorn*, and *wort* are usually printed solid.

#### NUMERALS AND DATES

A standard rule in writing is that numerals should be avoided in running text except when more than two words are required to spell

out the number, but much space can be saved in research reports if numerals are used more frequently and they should certainly be used when precision must be indicated.

- 1) Use numerals whenever a number is followed by a standard unit of measurement such as *inch milliliter* or *curie* or its abbreviation.
- 2) Otherwise use words through the number ten and numerals for larger numbers (*ten animals 14 parts*) but in a series containing some numbers under ten and others over use numerals for all
- 3) In very large numbers substitute a word for part of the number (1 6 million *not* 1 000,000), or add appropriate prefixes such as *mega, kilo, micro* and *milli* to the basic unit of measurement Powers of 10 may also be used (*See below*)
- 4) Always use numerals for dates page numbers and numerical designations percentages, and expressions of time as 1 January 1960 page 822 type 1, 27 % 10 15 PM
- 5) Avoid beginning a sentence with a numeral.

#### METRIC AND DECIMAL SYSTEMS

The metric system for measures and weights is recommended in scientific writing because of its world wide acceptance In accordance with action taken by the 12th General Assembly of the International Union of Biological Sciences at Rome, 12-15 April 1955 the decimal system rather than fractions should be used in scientific publications

The units of the metric system are the *meter* for linear measure the *are* (100 m<sup>2</sup>) for surface area, the *liter* (0.001 m<sup>3</sup> of space) for capacity and the *gram* (1 ml of water at 4 C) for weight In the metric system weights and measures larger and smaller than the *meter* the *are* the *liter* and the *gram* are related to these units by the decimal system as follows (International Committee on Weights and Measures)

<i>Multiples and Submultiples</i>	<i>Prefixes</i>	<i>Symbols</i>
1 000 000 000 000 = 10 <sup>12</sup>	tera	T
1 000 000 000 = 10 <sup>9</sup>	giga	G
1 000 000 = 10 <sup>6</sup>	mega	M
1 000 = 10 <sup>3</sup>	kilo	k
100 = 10 <sup>2</sup>	hecto	h
10 = 10	deka	dk
[The unit = one]		
0.1 = 10 <sup>-1</sup>	deci	d
0.01 = 10 <sup>-2</sup>	centi	c
0.001 = 10 <sup>-3</sup>	milli	m
0.000 001 = 10 <sup>-6</sup>	micro	$\mu$
0.000 000 001 = 10 <sup>-9</sup>	nano	n
0.000 000 000 001 = 10 <sup>-12</sup>	pico	p

Examples of the metric measures and weights and their equivalents are given in Tables 1 and 2.

Use the centigrade scale whenever practical, rather than the Fahrenheit, to indicate temperature in research reports.

TABLE 1. *Metric measures and weights with common equivalents*

Length				
Kilometer	10,000 meters	6 313	feet	
Hectometer*	1,000 meters	6 321	feet	
Decimeter	100 meters	109 3	yards	
Decimeter	10 meters	10 93	yards	
Meter*	1 meter	3 28	feet	
Decimeter	0 1 meter	3 937	inches	
Centimeter*	0 01 meter	0 393	inch	
Millimeter*	0 001 meter	0 039	inch	
Micro*	0 000 001 meter	0 000 039	inch	
Surface				
Hectare	10,000 square meters		2 471 acres	
Are	100 square meters	119 6 square yards	0 025 acre	
Capacity				
Kiloliter	1,000 liters	1 cubic meter	1 358 cubic yards	264.17 gallons
Hectoliter	100 liters	0 1 cubic meter	2 638 bushels	26 41 gallons
Decaliter	10 liters	0 01 cubic meter	1 126 pecks	2 64 gallons
Liter*	1 liter	0 001 cubic meter	0 01 cubic inches	1 06 quarts
Deciliter	0 1 liter	0 000 1 cubic meter	0 16 cubic inches	0 34 quart
Centiliter	0 01 liter	0 000 01 cubic meter	0 01 cubic inch	0 21 cubic
Milliliter*	0 001 liter	0 000 001 cubic meter	0 00 cubic inch	0 27 drops
		(1 0 cubic centimeter)		
Weight				
Metric ton*	1,000 kilograms	1 cubic meter water 4 C		2,204 6 pounds
Kilogram	10 000 grams	1 decaliter water 4 C		22 04 pounds
Hectogram	1,000 grams	1 liter water, 4 C		2 20 pounds
Decigram	100 grams	1 deciliter water 4 C		2 21 ounces
Decigram	10 grams	10 cubic centimeters water 4 C		0 35 ounce
Gram	1 gram	1 cubic centimeter water 4 C		15 4 grains
Decigram	0 1 gram	0 1 cubic centimeter water 4 C		1.54 grains
Centigram	0 01 gram	10 cubic millimeters water 4 C		0 15 grain
Milligram	0 001 gram	1 cubic millimeter water 4 C		0 01 grain
Microgram	0 000 001 gram			0 000 015 grain

\* Not commonly used names.

# GEOGRAPHIC AND GEOLOGIC NAMES

For geographic names refer to the *U S Government Printing Office Style Manual*, *Lippincott Gazetteer of the World*, *Rand McNally World Atlas* the latest maps published by federal or state agencies, or lists published by the Board on Geographic Names Office of Geography Department of the Interior

TABLE 2. Common measures and weights with metric equivalents

Inch	2 54 cm	Quart, liquid, US (32 oz)	0 946 liter
Foot	30 48 cm	Quart, dry US (2 pints)	1 101 liter
Yard	0 914 m	Quart, imperial (40 oz)	1 136 liter
Fathom (2 yards)	1 828 m	Gallon, US (4 quarts)	3 785 liter
Rod (5 1/2 yards)	5 029 m	Gallon, imperial	4 546 liter
Furlong (220 yards)	201 16 m	Peck, dry US (8 quarts)	8 809 liter
Mile, statute (1 760 yards)	1 609 km	Peck, dry imperial	9 082 liter
Mile, nautical (2,025 yards)	1 854 km	Bushel, dry US (4 pecks)	35 24 liter
Square inch	6 452 cm <sup>2</sup>	Bushel, imperial	36 37 liter
Square foot	0 0929 m <sup>2</sup>	Pound, avdp (16 oz)	453 592 g
Square yard	0 836 m <sup>2</sup>	Pound, troy (12 oz)	373 24 g
Square rod	25 29 m <sup>2</sup>	Ounce, vdp (16 drams)	29 35 g
Square mile (640 acres)	2 59 km <sup>2</sup>	Ounce, troy (256 grains)	31 103 g
Acre	40 469 area	Dram, vdp	1 77 g
Cable inch	18 867 cm <sup>2</sup>	Grain, troy	6 046 g
Cubic foot (1,728 cubic inches)	0 028 m <sup>3</sup>	Carat (precious stones)	0 200 g
Cubic yard (27 cubic feet)	0 7646 m <sup>3</sup>	Ton, metric (2,204 6 pounds)	1 000 g
Board foot (144 cubic inches)	0 0023 m <sup>3</sup>	Ton, long (2,240 pounds)	1 016 metric ton
Cord (128 cubic feet)	3 628 m <sup>3</sup>	Ton, short (2,000 pounds)	9 072 metric ton
Pint, liquid, US (16 oz)	0 473 liter		

Do not abbreviate divisions of the earth's surface (Arctic Circle South Pole, etc.), continents (Africa, Asia, South America etc.) and countries (North Vietnam South Korea) regions (Sahara Middle West, Orient) islands oceans, seas, lakes and rivers and mountains (Pyrenees, Himalayas, etc.) Names of cities should be as they are spelled in the country. Certain cities and geographic regions of biological significance however have had English spellings for many years and these have also become conventional names. Use them. A few examples with the official or local name in parentheses are

Alexandria (El Iskandariya) Egypt  
 Archangel (Arkhangel'sk) USSR  
 Athens (Athina) Greece  
 Bangkok (Krung Thep) Thailand  
 Beirut (Beyrouth) Lebanon  
 Belgrade (Beograd) Yugoslavia  
 Bogor (Buitenzorg) Indonesia  
 Breslau (Wroclaw) Poland  
 Bucharest (Bucuresti) Romania  
 Cairo (El Qahira) Egypt  
 Canton (Kwangchow) China  
 Changchun (Hsinking) China  
 Copenhagen (København) Denmark  
 Corica (Corse)  
 Crimea (Krym) Peninsula USSR

Damascus (Damas) Syria  
 Danzig (Gdansk) Poland  
 Djakarta (Batavia) Indonesia  
 Finland (Suomi)  
 Florence (Firenze) Italy  
 Hankow (Wuhan) China  
 Havana (Habana) Cuba  
 Ireland (Eire)  
 Kanpur (Cawnpore) India  
 Keshiah (Olympus) Mountain Turkey  
 Kiev (Klyev) USSR  
 Lanchow (Kadan) China  
 Lisbon (Lisboa) Portugal  
 Moscow (Moskva) USSR

Molden (Shenyang) China	Rofia (Rofya) Bulgaria
Munich (München) Germany	Surabaya (Soerobaja) Indonesia
Nam (Tengri) Lake China	Taipei (Taihoku) Formosa
Naples (Napoli) Italy	Turku (Åbo) Finland
Peking (Peiping) China	Venice (Venezia) Italy
Prague (Praha) Czechoslovakia	Vienna (Wien) Austria
Rome (Roma) Italy	Warsaw (Warszawa) Poland
Salonica (Thessaloniki) Greece	Yangtze River (Chang Chiang) China
Seoul (Kyung-ping) Korea	Zhdanov (Mariupol) USSR

United States and foreign geological names and terms should be used in accordance with the stratigraphic records of the Geologic Names Committee. United States Geological Survey Table 3 shows the accepted names (1957) for eras, systems or periods, and series or epochs.

TABLE 2. *Major stratigraphic and geological time divisions in use by the U. S. Geological Survey*

Era	System or Period	Series or Epoch	Approximate Time Boundaries in Millions of Years
	Quaternary (Q)	Recent Pleistocene	1
Cenozoic	Tertiary (T)	Pliocene	10
		Miocene	23
		Oligocene	40
		Eocene	60
		Paleocene	
Mesozoic	Cretaceous (K)	Upper Lower	125
	Jurassic (J)	Upper Middle Lower	150
	Triassic (Ta)	Upper Middle Lower	180
Paleozoic	Permian (P)		203
	Pennsylvanian (P*)	Upper Middle Lower	
	Mississippian (M*)	Upper Lower	253
	Devonian (D)	Upper Middle Lower	215
	Silurian (S)	Upper Middle Lower	290
	Ordovician (O)	Upper Middle Lower	430
	Cambrian (C)	Upper Middle Lower	810
	Precambrian (pC)	Upper Middle Lower	3 000

The lower symbol C is used to designate Carboniferous systems in regions where Pennsylvanian and Mississippian systems are not differentiated.



The standard letter symbols used on geologic maps are given in parentheses

Minor stratigraphic units and words known locally, are not abbreviated or capitalized. Examples formation dome coal beds slate fault, East Texas oil field curcully vein Names of the great soil groups are capitalized Alpine Meadow Bog Chernozem Desert Podzol (ashlike) Prairie Tundra

### ABBREVIATIONS AND SYMBOLS

Abbreviations consist of one or more letters (rarely more than four) to which words and phrases have been reduced by contraction or omission To avoid confusion use few abbreviations and *do not form new ones*

Short words for units of measurement such as acre cent chain day inch liter mile rod, ton and week should ordinarily be spelled out. When in doubt, spell it out

The same abbreviation is used for both singular and plural as 1 mm and 3 mm " but when used in a sentence the verbs should agree with the quantity, thus 1 mm is ' and 3 mm are Letters in abbreviations such as ATP are not spaced Omit periods after letters except where confusion might result or after abbreviation of certain Latin words. Thus no 7" for number seven Fig for figure et al for *et alii* N Y ' for New York but 3.30 pm for afternoon

Do not abbreviate names of countries, except USA and USSR. In the text, abbreviate state names (except Alaska Hawaii Idaho Iowa Maine Ohio Texas and Utah) and district names immediately after any geographic term Rochester N Y Cambridge Mass Mexico D F Washington D C Do not abbreviate English translations of geographic names of foreign language origin (see p 21) Abbreviations for geologic terms should conform to those proposed by the Geologic Names Committee, United States Geological Survey (see p 21)

Since confusion has arisen over certain abbreviations the following words and terms should be spelled out co-carboxylase dinitrophenol enzymic activity hydrocortisone naphthaleneacetic acid nicotinamide thiamine thyroxine tricarboxylic acid cycle and the members thereof trichloroacetic acid pantothenic acid and its salts pteroylglutamate pyridoxal pyridoxamine deoxypyridoxamine amino acids peptides carbohydrates and all other words and phrases not widely used in several branches of science Avoid all jargon

Do not use abbreviations in the title of a paper because titles are often

translated into foreign languages and undefined or uncommon abbreviations may lead to confusion.

Use abbreviations sparingly in the text of a paper or abstract and only if they are of advantage to the reader. Generally accepted abbreviations may be used, providing they are clear or are defined when first employed. Ordinarily a sentence should not begin with an abbreviation or a numeral. Abbreviate terms denoting units of weight and measure in the text only when preceded by numerals thus "gram," "meter" = "milli liter" = "molar" but "10 g.," "100 m.," "25 ml.," and "0.1 M." Use the decimal system for units of concentration, etc. thus 0.1 M, not M/10. Conventional signs and symbols for certain abbreviations are permitted in the text thus the slant line (/) for "per" (if only one is required, see p. 16) and " with an Arabic numeral for "per cent." Do not use milli grams per cent. use instead g/ml, g/100 ml, g/liter etc.

Common abbreviations may be used in the headings of tables, maps, specifications, and figures, but should be defined in the nearby text, the legend, or footnote.

Spell out scientific names of organisms in the titles of papers and abstracts. In the text spell out generic names when first used, but they may be abbreviated to their first letter afterwards when used in binary combination (botany, bacteriology) or binomen (zoology) and no confusion results. Never abbreviate generic names when used alone thus *Isaria* and *Zea*, not *I* and *Z*. For abbreviations of a new genus (nomen genus) new species (nova species) and new variety (nova varietas) the Latin gen. n. "sp. n.," and "var. n." are preferable to the English forms "n. gen.," "n. sp.," and "n. var.," because the name of a new taxon is Latin (and a Latin synopsis of a new plant taxon must be furnished). And the Latin is recommended for *nomen conservandum* (plural, *nomina conservanda*) *nomen nudum* (plural, *nomina nuda*) and *nomen rejiciendum* (plural, *nomina rejicienda*).

Do not abbreviate names of enzymes. Avoid such usage as ATPase, RNase and DNase or D\Aase for adenosine triphosphatase, ribonuclease and deoxyribonuclease.

Many special abbreviations are in common use. For example, standard definitions and symbols used in respiratory physiology have been published (Federation Proc. 9: 602-603, 1930) terms used in radiation biology have been considered for adoption by international groups, and other abbreviations may be found in dictionaries. The following abbreviations and symbols are acceptable. Most are taken from the American Standards Association *Abbreviations for Scientific and Engineering Terms* (Bulletin Y1 Z10.1, 1931).

about (circa)	ca.	anno Domini	A.D.
absolute	abs	ante meridiem (before noon)	AM
absorbancy	A	antilogarithm	antilog
(Spectrophotometric unit equal to $\log_{10} (1/T)$ or $\log_{10} (I_0/I)$ where $T$ = transmittancy $I_0$ = intensity of radiation entering medium and $I$ = intensity after traversing the medium. Transmittancy refers to the properties of the solute the optical properties of the cuvette and solvent having been eliminated by suitable control Transmittance and absorbance refer to the optical properties of the entire assembly of cuvette solvent and solute) See also molecular extinction coefficient.		aperture ratio 16	f/16
acetic acid 2,4-dichlorophenoxy	2,4-D	approximate (as adj) (or use about)	approx
aceto	spell out	aqueous	aq
adenosine diphosphate	ADP	are (100 m <sup>2</sup> )	spell out
adenosine monophosphate		as desired ( <i>ad libitum</i> )	ad lib.
needed for contrast of 2 and 3 phosphates = 2' AMP 3 AMP	AMP	atmosphere(s)	atm
adenosine triphosphatase (enzyme)	spell out	atomic weight	at wt
adenosine triphosphate	ATP	audio-frequency (adj)	af
<i>ad libitum</i> (as desired)	ad lib	average (abbreviate in tables only)	avg
adrenocorticotropin	ACTH	avoidrepeats	avdp
afternoon ( <i>post meridiem</i> )	pm	barrel(s)	bl bbl
against ( <i>versus</i> )	vs	basal metabolic rate	BMR
alternating-current (adj)	a-c	Baumé	Bé
altitude	alt	before noon ( <i>ante meridiem</i> )	AM
amount	amt	billion	see giga
ampere(s)	amp	biochemical oxygen demand	BOD
ampere-hour	amp-hr	board feet (foot board measure)	fbm
and elsewhere ( <i>et alibi</i> )	et al	body weight	body wt
and others ( <i>et alii</i> )	et al	boiling point	bp
and the rest ( <i>et cetera</i> )	etc	British antilewisites (2,3-dimercapto-1-propanol)	BAL
Ångström (unit)	Å	British thermal unit(s)	BTU
		bushel(s)	bu
		calorie(s) (small gram calorie)	cal
		Calorie(s) (large, kilogram calorie)	kcal
		cent	spell out
		centi (prefix 10 <sup>-2</sup> )	"
		centigrade (omit degree symbol) (with numeral)	C
		centigram(s)	cg
		centimeter(s)	cm
		centimeter square	cm <sup>2</sup>
		centimeter-gram-second (system)	cgs
		central nervous system	CNS
		chemically pure	cp
		circa (about)	ca.
		coefficient	coef
		coenzyme A	CoA

coenzyme A, and its acyl derivatives	Acyl-CoA	decigram (0.1 g)	dg
compare (confer) (avoid use of abbreviation)		decimeter (0.1 m)	dm
concentrate	cf	decompose (melting point)	decomp
concentrated	conc	degree centigrade (omit degree symbol)	deg
concentration	concd	degree Fahrenheit (omit degree symbol)	C
conductivity	cond	degree Kelvin (omit degree symbol)	F
configuration	D- L DL	degree (space)	K
constant	const	degrees of freedom (statistics)	deg or df
corrected (in melting point determinations)	cor	deka (prefix 10)	(in tables) dk
coulomb	cos	density (as $d_m$ specific gravity at 15 C referred to water at 4 C $d_w$ at 20 C referred to water at same temperature)	d
counts per minute	count/md	deoxyribonuclease	spell out
counts per second	count/sec	deoxyribonucleic acid	DNA
crossed with (genetics)	X	dextrorotatory (see configuration)	d dextro- (+)- diam dbh
cubic centimeter(s)	cm cc	diameter	
cubic foot	ft	diameter at breast height	
cubic kilometer	km	2,4-dichlorophenoxyacetic acid	2,4-D
cubic meter(s)	m	diffusion coefficient (usually given in $\text{cm}^2/\text{sec}$ )	
cubic micron ( )	$\mu$	diphosphopyridine nucleotide	D D <sub>2</sub> w
cubic millimeter(s)	mm	diphosphopyridine nucleotide reduced form of (do not use PNH for reduced pyridine nucleotide since this abbreviation has been used for several other terms)	DPN
cubic yard	yd <sup>3</sup>	direct current (adj)	
curie ( $3.7 \times 10^{10}$ disintegration/sec)	c	dissociation constant, negative log of	DPNH
cycles per minute	cycle/min	dollar	d-o
cycles per second	cycle/sec	dozen	pK
day	spell out	drum	spell out or \$ in tables (with numerals)
DIET see ethanol			doz dr
deci (prefix $10^{-2}$ )	d		
decibel	db		

Use small capital letters only for optically active compounds and their racemic forms when the compounds (carbohydrates, amino acids, and a few other substances) can be correlated stereochemically with glyceraldehyde or serine. In other cases *d* and *l* dextro- and levo- or (+) and (-) are used to denote direction of optical rotation. Racemic compounds are designated by *dl* ( $\pm$ ) or the italicized word *racemic* (as *racemic-galactose*). DL- is used only when the prefix D- or L- can be properly applied in naming the optically active isomer.

diphosphopyridine nucleotide reduced form of (do not use PNH for reduced pyridine nucleotide since this abbreviation has been used for several other terms)  
 direct current (adj)  
 dissociation constant, negative log of  
 dollar  
 dozen  
 drum

about ( <i>circa</i> )	ca.	<i>anno Domini</i>	A.D.
absolute	abs	<i>ante meridiem</i> (before noon)	AM
absorbancy	A	antilogarithm	antilog
(Spectrophotometric unit equal to $\log_{10} (1/T)$ or $\log_{10} (I_0/I)$ where T = transmittancy $I_0$ = intensity of radiation entering medium and I = intensity after traversing the medium. Transmittancy refers to the properties of the solute the optical properties of the cuvette and solvent having been eliminated by suitable control Transmittance and absorbance refer to the optical properties of the entire assembly of cuvette solvent and solute) See also molecular extinction coefficient.		aperture ratio 16	f/16
acetic acid 2,4-dichlorophenoxy		approximate (as adj) (or use about)	approx
acre	2 4 D	aqueous	aq
adenosine diphosphate	spell out	are (100 m <sup>2</sup> )	spell out
adenosine monophosphate	ADP	as desired ( <i>ad libitum</i> )	ad lib.
needed for contrast of 2' and 3'-phosphates = 2' AMP 3' AMP	AMP	atmosphere(s)	atm
adenosine triphosphatase (enzyme)	spell out	atomic weight	at wt
adenosine triphosphate	ATP	audio frequency (adj)	af
<i>ad libitum</i> (as desired)	ad lib	average (abbreviate in tables only)	avg
adrenocorticotropin	ACTH	avoidreps	avdp
afternoon ( <i>post meridiem</i> )	pm	barrel(s)	bl bbl
against ( <i>versus</i> )	vs.	basal metabolic rate	BMR
alternating-current (adj)	a-c	Baumé	Bé
altitude	alt	before noon ( <i>ante meridiem</i> )	AM
amount	amt	billion	see giga
ampere(s)	amp	biochemical oxygen demand	BOD
ampere-hour	amp-hr	board feet (feet board measure)	ftm
and elsewhere ( <i>et alibi</i> )	et al	body weight	body wt
and others ( <i>et alii</i> )	et al	boiling point	bp
and the rest ( <i>et cetera</i> )	etc	British antilewisite (2,3-dimercapto-1 propanol)	BAL
Ångström (unit)	Å	British thermal unit(s)	BTU
		bushel(s)	bu
		calorie(s) (small gram calorie)	cal
		Calorie(s) (large kilogram calorie)	kcal
		cent	spell out
		centi (prefix 10 <sup>-2</sup> )	"
		centigrade (omit degree symbol) (with numeral)	C
		centigram(s)	cg
		centimeter(s)	cm
		centimeter square	cm <sup>2</sup>
		centimeter-gram-second (system)	cgs
		central nervous system	CNS
		chemically pure	cp
		<i>circa</i> (about)	ca
		coefficient	coef
		coenzyme A	CoA

coenzyme A, and its sayl derivatives	CoA	decigram (0.1 g)	dg
compare (confir) (avoid use of abbreviation)	cf	decimeter (0.1 m)	dm
concentrate	con	decompose (melting point)	decomp
concentrated	conc	degree centigrade (omit degree symbol)	deg
concentration	conc	degree Fahrenheit (omit degree symbol)	F
conductivity	cond	degree Kelvin (omit degree symbol)	K
configuration	conf	degree (space)	deg or
constant	const	degrees of freedom (statistics)	df
corrected (in melting point determinations)	cor	deka (prefix, 10)	dk
cosine	cos	density (as $d_m$ , specific gravity at 15 C referred to water at 4 C $d_m^4$ at 20 C referred to water at same temperature)	d
coulomb	coul	deoxyribonuclease	DNase
counts per minute	count/min	deoxyribonucleic acid	DNA
counts per second	count/sec	dextrorotatory (see configuration)	d
crossed with (genetics)	X	diameter	diam
cubic centimeter(s)	cm cc	diameter at breast height	dibh
cubic foot	ft	2,4-dichlorophenoxyacetic acid	2,4-D
cubic kilometer	km	diffusion coefficient (usually given in $\text{cm}^2/\text{sec}$ )	D
cubic meter(s)	m	diphosphopyridine nucleotide	DPN
cubic micron(s)	$\mu$	diphosphopyridine nucleotide reduced form of (do not use PNH for reduced pyridine nucleotide since this abbreviation has been used for several other terms)	DPNH
cubic millimeter(s)	mm	direct current (adj)	d-c
cubic yard	yd	dissociation constant neg ative log of	pK'
curve $Q \times 10^3$ disintegration/sec)	c	dollar	\$ or \$ in tables (with numerals)
cycles per minute	cycle/min	dosen	doz
cycles per second	cycle/sec	drum	dr
day	spell out		
DDT see ethane			
den (prefix, $10^{-2}$ )	d		
denial	db		

Use small capital letters only for optically active compounds and their racemic forms when the compounds (carbohydrates, amino acids, and few other substances) can be correlated sterically with glyceraldehyde or serine. In either cases *d* and *l* (dextro- and levo- or (+) and (-)) are used to denote direction of optical rotation. Racemic compounds are designated by *dl* ( $\pm$ ) or the italicized word *racemic* (as racemic-galactose). *DL* is used only when the prefix *m*- or *L*- can be properly applied in naming the optically active member.

dry weight	dry wt	genus new	gen n
East	E	giga (prefix, $10^9$ )	G
effective dose median	ED <sub>50</sub>	glutathione oxidized	GSSG
electrocardiogram	ECG	glutathione reduced	GSH
electrode potential	E	grain(s)	gr
electrode potential stand- ard	E <sub>0</sub>	gram(s)	(with numeral) g
electrode potential stand- ard at constant pH	E <sub>0</sub>	gram calorie	cal
electroencephalogram	EEG	gram molecule	g mole (or mole)
electromotive force	emf	gravity centrifugal	g
electron volt(s)	ev	hecto (prefix $10^2$ )	h
erg	spell out	hectometer (100 m)	hm
<i>et alibi</i> (and elsewhere)	et al	hemoglobin (thus HbO <sub>2</sub> )	
<i>et alii</i> (and others)	et al	oxygenated hemoglobin	Hb
<i>et cetera</i> (and the rest)	etc.	horsepower	hp
ethane 1,1,1-trichloro		hour(s)	hr
2-bis (p-chlorophenyl)	DDT		(with numeral) hwt
ethylenediamine-tetraace- tate	EDTA	hundredweight	
	(not verbiage)	hydrogen ion concentra- tion negative log of	pH
<i>exempli gratia</i> (for exam- ple)	eg	plural	pH values
extinction (log I <sub>0</sub> /I)	E	<i>ibidem</i> (in the same place)	ibid
Fahrenheit	F	<i>id est</i> (that is)	i.e.
(omit degree symbol) (with numeral)		inch	spell out (or in with numerals)
farad	spell out		
female	♀	infective dose median (infect 50% of inoculated group)	ID <sub>50</sub>
figure (illustration)	Fig	international unit	IU
filial generations	F <sub>1</sub> , P <sub>2</sub>	intramuscular intramus- cularly	im
(genetics)	F <sub>2</sub> etc	intraperitoneal intraperi- toneally	ip
flavin adenine dinucleotide	FAD	intravenous intrave- nously (do not confuse with Roman IV)	iv
flavin adenine dinucleo- tide reduced form of	FADH <sub>2</sub>	Kelvin (scale in which zero is -273.1°C)	K
focal length	f	(omit degree symbol) (with numeral)	
	(with numeral)	kilo- (prefix, $10^3$ )	k
foot	ft	kilocalorie(s)	kcal
	(with numeral)	kilocycle(s)	kc
foot candle	ft-c	kilocycles per second	kc/sec
for example ( <i>exempli gra- tia</i> )	eg	kiloelectron volt	keV
forenoon	AM	kilogram(s)	kg
forma (taxonomy only)	f	kiloliter(s)	kl
freezing point	fp	kilometer(s)	km
frequency modulation	FM	kiloröntgen(s)	kr
fusion point (see mp)	fup	kilovolt(s)	kV
gallon(s)	gal	kilowatt(s)	kW
gamma (see microgram)			
generations filial (genet- ics)	F, F <sub>2</sub> , F <sub>2</sub> etc		

Lambert	L	millimeter(s)	mm
latitude	lat	millimeter(s) square	mm
	(with numeral)	millimicron ( $10^{-3}$ mm)	mμ
lethal dose median (lethal for 50% of inoculated group)	LD <sub>50</sub>	millimolar (unit of concn)	mM
literatory (see also con- figuration)	lit	millimole (unit of mass)	mmole
liter(s)	l	million electron volts	MeV
liters (in the place of) avoid abbrevia- tion	l	millivolt(s)	mV
logarithm (common base 10) in formulas	log, log <sub>10</sub>	millivolt-second	mV-sec
logarithm (natural base e) in formulas	ln, log <sub>e</sub>	minimum or minute(s)	min
longitude	long	minimum lethal dose	MLD
	(with numeral)	minute(s) or minimum	min
magnified by	X	minute (angular measure)	
male	♂	molar (mole per liter)	M
maximum	max	mole (a gram molecule)	mole
mega (prefix, $10^6$ )	M	molecular extinction coeff- icient ( $\epsilon = A/l/c$ where $A$ is absorbancy, $l$ is molecular weight, $\epsilon$ is cell length in cm and $c$ the concentration in g per liter)	
melting point	mp	molecular weight	mol wt
metabolic rate	MR	month	spell out
meter(s)	m	myria- (prefix, $10^4$ )	my
meter(s) cubic	m <sup>3</sup>	nano- (prefix, $10^{-9}$ )	n
meter(s) square	m <sup>2</sup>	new species	sp. n.
mho (reciprocal ohm)	spell out	nonprotein nitrogen	NPN
micro- (prefix, $10^6$ )	μ	normal (concn, 0.1 N)	N
microcube(s)	μc	normal (in titral bases of organic compounds)	n-
microliter	μl	normal temperature and pressure	NTP
microgram (do not use grains, γ)	μg	North, Northwest	N, NW
microliter (do not use liters, λ)	μl	number (numero) in enu- meration	no.
micromicron ( $10^{-6}$ mm)	μμ	numerical aperture in mi- croscopy	NA
micromolar (unit of concn)	μM	obs	spell out
micromole (unit of mass)	μmole	opens circle (in the work cited) avoid abbrevia- tion	op. cit.
micron(s) ( $10^{-6}$ mm)	μ	optical density	OD
microvolt	μV		(with numeral)
microwatt	μW	optical rotation	
mile(s)	spell out	specific optical rotation (with concn " w/v) thus [ $\alpha$ ] = [ $\alpha$ ] <sub>conc</sub> , etc.	
miles per hour	mph	Molecular optical rota- tion ( $=[\alpha]$ X mol wt/10) thus $[\alpha]_{D}^{25}$ $[\alpha]_{D}^{25}$ etc	
milli (prefix, $10^{-3}$ )	m		
milliampere(s)	mA		
milliwatt(s)	mW		
milliequivalent(s)	mEq		
milligram(s)	mg		
milligramme per cent (mg%)	never use		
milliliter(s)	ml		



optimal (adj)	optimum (noun)	opt	corrected to 20 C in wa	
ounce		oz	ter ( <i>S<sub>70</sub></i> may be used if	
page(s)		p	not ambiguous)	<i>S<sub>70</sub>, w</i>
	(with numeral)		see (do not use of)	<i>spell out</i>
paralysis median	PD <sub>50</sub>		sine	<i>sin</i>
parts per million	ppm		South Southwest	<i>S SW</i>
per cent	%		species (taxonomy only)	<i>sp</i>
	(with numeral)		species new	<i>sp. n.</i>
pico- (prefix 10 <sup>-12</sup> )	p		specific gravity	<i>sp gr</i>
post meridiem (afternoon)	PM		spectrophotometric units	
precipitate (in tables)	ppt		see absorbancy and mo-	
preparation (in tables)	prepn		lecular extinction coeffi-	
probability (that an event			cient	
is due to chance alone)	P		square	<i>sq</i>
pound(s) (libra)	lb		square centimeter	<i>cm<sup>2</sup></i>
pounds per square inch	lb/in <sup>2</sup> psi		square foot	<i>ft<sup>2</sup></i>
	(with numeral)		square meter	<i>m<sup>2</sup></i>
qualitative (in tables)	qual		square millimeter	<i>mm<sup>2</sup></i>
quantitative (in tables)	quant		standard deviation	<i>sd</i>
radiation ionizing ab-			standard error	<i>se</i>
sorbed dose (100 ergs/			subcutaneous	<i>sc</i>
g of irradiated ma-			sulfhydryl or thiol group	<i>bH</i>
terial) Use in place of			tangent	<i>tan</i>
(rep) röntgen equiva-			temperature	<i>temp</i>
lent physical	rad		tera (prefix 10 <sup>12</sup> )	<i>T</i>
radiation relative biolog-			that is (id est)	<i>i.e.</i>
ical effectiveness (one			ton	<i>spell out</i>
type of radiation com-				(or T with numeral)
pared to another)	RBE		trichloroacetic acid (TCA	
radio-frequency	rf		is not acceptable)	<i>spell out</i>
red blood cells	RBC		1 1 1 trichloro-3 2 -di	
refractive index (at stated			(p-chlorophenyl)-ethane	<i>DDT</i>
temperature and wave-			triphosphopyridine nu	
length thus [ $\eta$ ] <sup>25</sup> for 20 C			cleotide	<i>TP\</i>
and sodium light)	n		triphosphopyridine nu	
respiratory quotient	RQ		cleotide reduced form of	<i>TP\H</i>
reticuloendothelial system	RES		tris buffer (give chemical	
revolutions per minute			name when first men-	
(use g where possible)	rev/min		tioned) [tris (hydroxy	
ribonuclease (enzyme)	<i>spell out</i>		methyl) aminomethane	
ribonucleic acid	RNA		or 2-amino-2 (hydroxy	
röntgen (unit of exposure			methyl) 1 3-propanediol]	<i>tris</i>
dose of X or $\gamma$ -radia-			ultraviolet	<i>UV</i>
tion)	r			(with numeral
röntgenequivalentman				in table)
(rad $\times$ RBE = rem)	rem		variety(ies) (in taxonomy	
salinity in per thousand	‰		only)	<i>var</i>
second(s) time	sec		versus (against)	<i>vs</i>
sedimentation coefficient			viscosity (symbol)	(eta) $\eta$

volt	v	weight/volume (concn)	w/v
volume	vol	West	W
	(with numeral	X-irradiation	
	in table)	X ray (noun)	
volume/volume (concn)	v/v	X ray (adj)	
watt	w	yard(s)	<i>spell out</i>
wavelength (symbol)	(lambda) $\lambda$		(or yd with
week(s)	<i>spell out</i>		numeral in table)
	(or wk with	year(s)	<i>spell out</i>
	numeral in table)		(or yr with
weight	wt		numeral in table)

### Greek Alphabet

Greek letters are frequently used as symbols and in mathematical formulas. They should be clearly drawn by hand if not available on the typewriter. When confusion may arise, clarify by spelling in margin in pencil. Since the capital Greek letters A, B, E, Z, H, I, K, M, N, O, P, T and X are identical with certain English letters, try to avoid them as symbols.

Name of Letter	Capital	Small	Latin and English Equivalent
alpha	A	a	a
beta	B	$\beta$	b
gamma	$\Gamma$	$\gamma$	g (or a)
delta	$\Delta$	$\delta$	d
epsilon	E		e
zeta	Z	$\zeta$	z
eta	H		e
theta	$\Theta$	$\theta$	th (or t)
iota	I		i
kappa	K		c (or k)
lambda	$\Lambda$	$\lambda$	l
mu	M	$\mu$	m
nu	N		n
xi	X	$\xi$	
omicron	O		o
pi	$\Pi$	$\pi$	p
rho	P	$\rho$	r (or rh)
sigma	$\Sigma$		s
tau	T		t
upsilon	Y		y (or u)
phi	$\Phi$	$\phi$	ph (or f)
chi	X	$\chi$	ch
psi	$\Psi$		ps
omega	$\Omega$	$\omega$	o

optimal (adj)	optimum (noun)	opt	corrected to 20 °C in wa	
ounce		oz	ter ( $S_{20}$ may be used if	
page(s)		p	not ambiguous)	<i>See, w</i>
	(with numeral)		see (do not use of)	<i>spell out</i>
paralysis median	PD <sub>50</sub>		sino	<i>sin</i>
parts per million	ppm		South Southwest	<i>S SW</i>
per cent	%		species (taxonomy only)	<i>sp</i>
	(with numeral)		species new	<i>sp n.</i>
pleo- (prefix 10 <sup>-12</sup> )	p		specific gravity	<i>sp gr</i>
post meridiem (afternoon)	pm		spectrophotometric units	
precipitate (in tables)	ppt		see absorbance; and mo	
preparation (in tables)	prepn		molecular extinction coeffi	
probability (that an event			cient	
is due to chance alone)	P		square	<i>sq</i>
pound(s) (libra)	lb		square centimeter	<i>cm<sup>2</sup></i>
pounds per square inch	lb/in <sup>2</sup> psi		square foot	<i>ft<sup>2</sup></i>
	(with numeral)		square meter	<i>m<sup>2</sup></i>
qualitative (in tables)	qual		square millimeter	<i>mm<sup>2</sup></i>
quantitative (in tables)	quant		standard deviation	<i>sd</i>
radiation ionizing ab-			standard error	<i>SE</i>
sorbed dose (100 ergs/			subcutaneous	<i>sc</i>
g of irradiated ma-			sulfhydryl or thiol group	<i>SH</i>
terial) Use in place of			tangent	<i>tan</i>
(rep) roentgen equiva-			temperature	<i>temp</i>
lent physical	rad		tera (prefix 10 <sup>12</sup> )	<i>T</i>
radiation, relative biolog-			that is (i.e.)	<i>i.e.</i>
ical effectiveness (one			ton	<i>spell out</i>
type of radiation com-				(or T with numeral)
pared to another)	RBE		trichloroacetic acid (TCA	
radio-frequency	rf		is not acceptable)	<i>spell out</i>
red blood cells	RBC		1 1 1 trichloro-2 2 -di	
refractive index (at stated			(p-chlorophenyl)-ethane	<i>DDT</i>
temperature and wave			triphosphopyridine nu	
length, thus [ $n$ ] <sub>D</sub> for 20 °C			cleotide	<i>TPN</i>
and sodium light)			triphosphopyridine nu	
respiratory quotient	RQ		cleotide reduced form of	<i>TPNH</i>
reticuloendothelial system	RES		tris buffer (give chemical	
revolutions per minute			name when first men	
(use g where possible)	rev/min		tioned) [tris (hydroxy	
ribonuclease (enzyme)	<i>spell out</i>		methyl)aminomethane	
ribonucleic acid	RNA		or 2-amino-2 (hydroxy	
roentgen (unit of exposure			methyl) 1 3 propanediol]	<i>tris</i>
dose of X or $\gamma$ radia-			ultraviolet	<i>UV</i>
tion)	r			(with numeral
roentgenequivalentman				in table)
(rad $\times$ RBE = rem)	rem		variety(ies) (in taxonomy	
salinity in per thousand	‰		only)	<i>var</i>
second(s) time	sec		versus (against)	<i>vs</i>
sedimentation coefficient			viscosity (symbol)	(eta) $\eta$

## II. PREPARATION OF COPY

### PAPER

Use good white paper  $8\frac{1}{2} \times 11$  inches or  $6 \times 10\frac{1}{2}$  inches, neither glazed nor too rough for erasures and corrections in ink. For the ribbon copy use 16-pound bond with rag content for the carbons use bond or a thin paper of good quality.

### TYPING

Keep type faces clean. Use a black ribbon neither so worn that the typing is faint nor so new that the impression smears. Discard carbon paper before it fails.

Make at least two carbon copies corresponding in paging and in all insertions and corrections. Submit one copy with the original to expedite editorial review. Furnish two sets of illustrations (one may be a facsimile). Keep one copy of the manuscript and one set of illustrations.

Start a new page for each of the following sections with appropriate headings. Arrange the copy (see Paging, below) in this order: (1) title by-line running head, name and address for mailing; (2) abstract; (3) text, in the natural sequence of its parts; (4) acknowledgments; (5) references to literature; (6) footnotes; (7) tables; (8) legends for figures; and (9) the figures. If the journal to which you are submitting the manuscript does not publish simultaneous abstracts include a duplicate abstract for *Biological Abstracts*. Do not number the page (see p. 35).

Type on one side of the paper only. Keep lines fairly uniform in length, and leave margins of 1 to  $1\frac{1}{4}$  inches for the editors' marks and queries. Avoid dividing a word at the end of a line. If division is necessary check a dictionary for the proper dividing point. Never divide a word at the end of a page.

Double-space everything—text, quotations, footnotes, tables and table headings, legends, references to literature—and use even greater spacing where helpful (particularly around equations and formulae).

Type the long dash (em) as two unspaced hyphens.

Check the entire manuscript for typographical errors with particular attention to quotations, citations, technical terms and names of persons and places. Check the list of references against original sources for (1) wording, (2) spelling, (3) capitalization, (4) italics, (5) diacritical marks, (6) abbreviation, (7) page and volume numbers and dates. Then

*Diacritical Marks*

Diacritical marks are signs symbols or points attached to a letter to distinguish it phonetically. Such marks as the grave accent (*le congrès*), acute accent (*beauté*), cedilla (*garçon*), inverted cedilla (*Dąbrowa*), circumflex (*bâtir*), inverted circumflex (*Čechoslovaca*), dieresis (dots over second of two consecutive vowels as in *preëminence*) or umlaut (short perpendicular marks over certain vowels in German indicating deletion of a second vowel, e.g., *für* *Anfänger* for *fuer* *Anfaenger*), macron (*kyūshū*), slash or stød (used in Danish and Norwegian words as *Grønland*), soft sign (*Krasnīnikov*), superior dot (*Shariyako*), stroke (in certain Polish words, as *spółka*), tilde (*Español*), *kratkaya* or *breve* (*Omakil*) and others should be used as they are in the language of the country. Take care to use them correctly. Diacritical marks are not used in Anglicized words of foreign origin or in place names of foreign origin when applied to places in the United States.

## LITERATURE CITED SECTION I

- Baker S 1956 Scholarly style or the lack thereof. *Am. Assoc. Univ. Professors Bull.* 43: 464-470.  
 Keating R. V. 1958 Crimes in scientific writing. *Turtov News* 36: 274-276.  
 Riker A. J. 1946 The preparation of manuscripts for *Phytopathology*. *Phytopathology* 36: 953-977.

## BY LINE

The by-line comprises two elements: the author(s) without *by* and the institution(s) where the investigation was made, without the prefix *from* *the*. The author should always type his name as he customarily writes it to aid the indexer and to avoid confusion. Omit titles and degrees. Name the department and institution, and spell out city and state. When co-authors represent different institutions, name the institutions in order of authorship: thus

J. Quentin Doe and R. Roe  
 Department of Biology, Blank College, Pine City, Illinois  
 and  
 Department of Zoology, White University, Chicago, Illinois

Naming an institution in the by-line implies that the research was done there. If the research was conducted in two places, name both. If you accept another position, do not credit the new institution for work completed before the move. But do acknowledge any assistance from the new institution.

Identify an article based upon a dissertation or thesis in a footnote by the form prescribed by the institution.

## ABSTRACT

The abstract summarizes the contents and conclusions of the paper, points to new information in the paper, and indicates the relevance of the work. An abstract serves two functions: when accompanying the complete article, it is a useful preview; published alone, it provides for wide acquaintance with the work and with its source.

The term "synopsis" has been adopted by the Royal Society of London and by the UNESCO International Conference on Science Abstracting, 1949, to describe an author's abstract published with the paper. A summary of the recommendations follows (UNESCO International Council of Scientific Unions Abstracting Board):

## Style

Assume that your readers have some knowledge of the subject but have not read the paper. The abstract should be completely self-explanatory and intelligible in itself. Use complete sentences (rather than a mere list of headings) and omit jargon. Use standard rather than proprietary terms and scientific nomenclature. Avoid abbreviations.

collate the references in the text with this verified list. Check the numerical data in the text and tables after final typing.

### PAGING

Number all pages consecutively in the upper right-hand corner. Never use a number and letter (e.g. 3A, 3B) for paging; such pages may be lost without indication that they are missing. Include a duplicate abstract on an unnumbered page, if the journal considering the manuscript does not publish simultaneous abstracts (see p. 35). Never staple or bind the manuscript.

### CORRECTIONS AND INSERTIONS

Type brief corrections, or letter them legibly in ink above the line concerned. Do not write on margins or below the line or attach slips of paper (flyers) to the pages. Retype any page needing lengthy insertions even if the next page is then only partly filled. Mark unfilled pages when not ending a section, with a diagonal line below the text to indicate that this is not the end. If you insert pages, renumber consecutively on the original and all copies (see Paging).

### TITLE

Phrase the title specifically to identify the content of the article. Abstracting and indexing journals plead for short specific titles. Include the nature of the study, the organisms and where appropriate the technical approach (X-ray, chromatography, histochemistry, electron microscopy, etc.). Clarity and conciseness are essential for indexing, abstracting and retrieval. Some journals permit no more than 90 characters and spaces; others, no more than 10 words. Avoid unnecessary *the's* and redundant openings such as *Investigations on*, *The nature of*, *Studies of* and *Contributions to*. Do not identify a publication as number one (Electron microscopy of cardiac muscle. I. Mitochondria in human cardiac muscle) unless a second paper in the series is assured and unless this shortens the complete title.

### RUNNING HEAD

The running head is set at the top of each right hand page of the printed article. It is usually a shortened title (at most about 40 characters and spaces) and need be only a key phrase identified with the main title. The running head for a paper entitled 'Detection and nature of dominant lethal genes in *Lilium*' might be 'Lethal genes in *Lilium*'.

and techniques used RESULTS, for the observations and data (but not a discussion of the literature) DISCUSSION for connecting new findings with previous studies, and for interpretations LITERATURE CITED (only publications mentioned in the text) Subheadings of different ranks may be desirable in a long article but should be used sparingly

### ILLUSTRATIONS AND LEGENDS

Many articles need illustrations. All illustrations should be functional none should repeat material presented in tables or text. Black-and-white drawings graphs, and the like are reproduced as zinc engravings and printed as line cuts. Photographs and tone drawings may be reproduced as copper engravings and printed as halftones. Illustrations are generally called "figures" the designation "plates" is falling into disuse. Illustrations are expensive be certain yours are essential. Consult the editor before submitting color illustrations.

Strive for technical perfection in the original art work. Faults in the original are often accentuated in processing. Rectangular illustrations should be geometrically true drawings should be arranged to utilize a block of space economically Plan the whole layout carefully in keeping with the format of the journal in which you wish to publish. For the reader's convenience, arrange all lettering to be read from one position. For many helpful suggestions see the American Standards Association *Illustrations for Publication and Projection* (Bulletin Y15.1 1959)

Art work submitted with the manuscript should be  $8\frac{1}{2} \times 11$  inches or smaller Many illustrations benefit from some degree of reduction. Plan for about a 50% reduction of each line drawing and graph to minimize flaws and to produce better contrast. Remember that not only the over-all dimensions but also the thickness of individual lines, spaces, and letters will be reduced proportionally A reducing lens is helpful for inspecting a figure during preparation. Fig. 1 shows the effect of reduction on various patterns and letters. Indicate a linear scale on the figure itself, or state the magnification in the legend. Add a micron scale directly on the micrographs. The author has the responsibility to see that the magnification reported corresponds with the final reproduction. On maps include a scale of distance and a directional indication or marginal indications of latitude and longitude

When scaling illustrations for reproduction to proper size you can use the simple equation

$$\frac{\text{Reduced width}}{\text{Original width}} \times \text{original height} = \text{reduced height}$$



## Content

Do not repeat the title. Indicate the objective and topics covered. State the methods. For new methods, give the basic principle, range of operation and degree of accuracy. Omit references to literature illustrations, and tables. Call attention to names of new compounds, minerals, species, etc. to new numerical data such as physical constants and statistical results and to new items and observations, even though some may be incidental. Keep the abstract to 200 words or 3% (or less, if the primary journal so specifies), exclusive of literature citation.

### Preparation of abstract

- 1) If the journal to which you are submitting the manuscript publishes simultaneous abstracts, incorporate the abstract with the heading **ABSTRACT** in the article preceding the introductory statements, this will be edited (if necessary) and published with the paper. A copy of the journal will be sent to *Biological Abstracts* for reprinting the abstract.
- 2) If the journal does not publish simultaneous abstracts, type an abstract separately headed by the name(s) of the author(s) and the address (in parentheses) followed by the title of the article, journal name (leave space for volume, pages and year) and text.

SMITH A. B (Univ. Hawaii Honolulu) and KARAKAWA  
W. Metabolism of phosphorus in sugar cane. Am. J.  
Botany. —(Text of Abstract)

Journal editors will complete the citation by inserting volume, issue, page numbers, and the year. The editor will send this copy to *Biological Abstracts*.

## Index Words

Place at the bottom of the separate copy of the abstract the words you consider proper to index it. Usually five to eight suffice. Thus the authors and editors may assist the abstracting journals to index the abstracts better and to publish the indexes sooner.

## HEADINGS

Headings point up the organization of the article for the reader and help the author when he uses them as an outline for writing. After the **ABSTRACT** and introductory statements, the main divisions of the article need principal headings: **MATERIALS AND METHODS** for the general items

The geometrical method, illustrated in Fig. 2, is as follows. On a piece of paper the size (ABCD) of the original copy draw a diagonal line AC. Measure along the top the desired width (AE) of the cut and draw a perpendicular line (EF). The line EF gives the length of the reduced cut. This method can be used to determine the reduction necessary to fit an illustration into a given space.

Submit the original line drawings or equally good glossy prints with extra copies for the reviewers. Make black-and-white drawings with India ink on pure white stock or tracing paper. Fuzzy lines and shades of gray will not reproduce clearly. Transparent overlays with patterns of lines, dots, stippling, or cross-hatching are available commercially; these are superior to hand-drawn patterns. Be sure the pattern does not obscure printing or other critical material underneath, and that the overlay is attached securely everywhere with no air bubbles beneath. Draw graphs on coordinate paper with consistent lines printed in pale blue, which does not reproduce orange, yellow, green, and red grids reproduce as black. Never submit a map or illustration that has to be sent in a

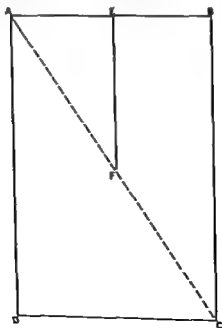


FIG. 2. A method for scaling illustrations.

ABCDEF GHIJ KLMNOP QRSTUV WXYZ  
1234567890

ABCDEF GHIJ KLMNOP QRSTUV WXYZ

ABCDEF GHIJ KLMNOP QRSTUV WXYZ

ABCDEF GHIJ KLMNOP QRSTUV WXYZ



ABCDEF GHIJ KLMNOP QRSTUV WXYZ  
1234567890

ABCDEF GHIJ KLMNOP QRSTUV WXYZ

ABCDEF GHIJ KLMNOP QRSTUV WXYZ



ABCDEF GHIJ KLMNOP QRSTUV WXYZ  
1234567890



ABCDEF GHIJ KLMNOP QRSTUV WXYZ  
1234567890



FIG 1 Letters lines and dots in relation to reduction for the printed page Top—original size Lower left  $\frac{1}{4}$  size Lower right  $\frac{1}{8}$  size Thin black lines hold up well but small black dots and white spaces between black lines or dots may be lost. Delicate shading may be obtained if it is kept rather open and if the size and spacing of the dots are adjusted to the amount of reduction from the original. Reprinted by permission of Riker and Riker

The geometrical method illustrated in Fig. 2 is as follows: On a piece of paper the size  $(ABCD)$  of the original copy draw a diagonal line  $AC$ . Measure along the top the desired width  $(AE)$  of the cut and draw a perpendicular line  $(EF)$ . The line  $EF$  gives the length of the reduced cut. This method can be used to determine the reduction necessary to fit an illustration into a given space.

Submit the original line drawings or equally good glossy prints with extra copies for the reviewers. Make black-and-white drawings with India ink on pure white stock or tracing paper. Fuzzy lines and shades of gray will not reproduce clearly. Transparent overlays with patterns of line dots, stippling, or cross-hatching are available commercially; these are superior to hand-drawn patterns. Be sure the pattern does not obscure printing or other critical material underneath and that the overlay is attached securely everywhere with no air bubbles between. Draw graphs on coordinate paper with consistent lines printed in pale blue which does not reproduce. Orange, yellow, green, and red grids reproduce as black. Never submit a map or illustration that has to be sent in a

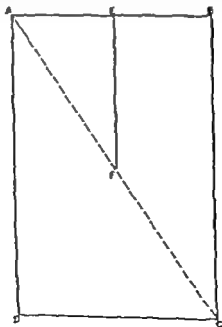
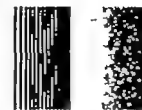


FIG. 2. A method of reducing a copy.

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHI ABCDEFGH ABCDEFGH ABCDEFGH



ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHI ABCDEFGH ABCDEFGH ABCDEFGH



FIG 1 Letters lines and dots in relation to reduction for the printed page. Top—original size Lower left— $\frac{1}{4}$  size Lower right— $\frac{1}{2}$  size Thin black lines hold up well but small black dots and white spaces between black lines or dots may be lost. Delicate shading may be obtained if it is kept rather open and if the size and spacing of the dots are adjusted to the amount of reduction from the original. Reprinted by permission of Riker and Rice

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890  
ABCDEFGHI  
ABCDEFGHI  
ABCDEFGHI  
ABCDEFGHI

The parts of a table are (1) the *number and title* on the same line (2) the *boxhead* identifying the entries in the vertical columns (3) the *stub* identifying the entries in the horizontal lines (4) the *field* containing the data. Tables commonly have cross rules (1) a single rule below the title (2) a single rule below the boxhead (3) a single rule at the bottom of the table (Table 4). Additional rules (vertical or horizontal) may be needed if several subheads are used in the boxhead (Table 5). Because hand-set rules increase cost, many journals use no vertical rules (Table 6) and a minimum of horizontal rules: a few use none.

Symbols and common abbreviations may be used in large tables to aid in setting the table. Do not use a minus sign or dash for entries in

TABLE 4. *Title (Underline for Italics)*

Stub	Boxhead
	Field

TABLE 5. *Temperature characteristics of various homeothermic animals\**

Animal	Rectal temperature, °C			Critical air temperature, °C		Temperature regulating mechanisms			Thermoneutral zone, °C
	Normal	Min	Max	Low	High	Sweating	Shivering	Panting	
Man	37	22	44	17-22	22	+	+	0	23-34.5
Cat	27.3-30	17	42		22.2	0	+	+	10-30
Cow dairy	36-39		42.8	-40	21-27	0		+	4-15.8
Dog	39	17	42.8	-60	29	0	+	+	-40 to 30
Elephant	35.9-36.7					0	+		
Guinea pig	38.5-39.9	21		-15	20.5			+	30-37
Chicken	40-42	25-27	43	-34	22-2	0	+	+	16-33

Adapted from original table, Spector W. R. (Editor) 1936. In *Handbook of biological data*. W. B. Saunders Co. Philadelphia.

Air temperature at which the first indication of change in rectal temperature occurs in the animal.

Range of air temperature over which the metabolic rate is lowest and constant in the animal.

Symbols: + = mechanism present; 0 = mechanism absent.

mailing tube or separate package, have it reduced by photography and send a print with the manuscript.

Photographs for publication need high contrast and must be printed on glossy paper. A size of about 5 × 7 inches is usually adequate. Many photographs can be improved by cropping off distracting or nonessential features. Mark each photograph *lightly* in soft pencil on the margin (front or back) with figure number, author's name, and present magnification. Indicate which side is the top. Take care that no grooves, gouges, or creases appear on the face; never use paper clips on glossy prints or write too firmly on the back. Several photographs can frequently be combined into a single illustration with one legend explaining the figures each designated by a letter or number. Some journals require unmounted originals, but if mounted white paper should be used and the photos properly trimmed and neatly aligned. Ship photographs flat (never rolled or folded) and protected by stout cardboard and a durable envelope. Commercial mailers are available.

All illustrations must be referred to in the text as fig. x, and be numbered in one consecutive series. A circled note in the margin, as here shown, enables the printer to place the figure correctly in the text.

Group the titles and legends, typed double-spaced and separate from the text, and do not attach them to the art work. Legends should be concise and yet clearly explain the figure. Symbols with explanation should be on the figure if space permits. When symbols must be explained in the legend, use only the following standard characters for which printers have type: ○ ● ◐ ◑ ◒ ◓ ◔ ◕ ◖ ◗ ◘ ◙ ◚ ◛ ◜ ◝ ◞ ◟ ◠ ◡ ◢ ◣ ◤ ◥ ◦ ◧ ◨ ◩ ◪ ◫ ◬ ◭ ◮ ◯ ◰ ◱ ◲ ◳ ◴ ◵ ◶ ◷ ◸ ◹ ◺ ◻ ◼ ◽ ◾ ◿ ×

The author is responsible for obtaining written permission to use copyrighted illustrations. Courtesy demands a credit line for any illustration not the author's.

## TABLES

Tables provide the most effective means for organizing extensive numerical data. They should make classification evident; facilitate comparisons, reveal relationships, and save space. A table should be self-explanatory. The data may be referred to and discussed, but never repeated extensively in the text. Organize the data to bring out pertinent comparisons clearly. Use no more digits than the accuracy of the methods justifies. Do not include columns of data that can be calculated easily from other columns. Use the metric system for measures and weights (see p. 20).

Plan tables to use space efficiently and to fit either single- or multiple column formats. Large tables are costly and few journals will accept those requiring fold-out pages. Tables are usually typed parallel to the print line but extensive data may be set perpendicular.

The typed manuscript of tables should be *double-spaced throughout* including title headings and footnotes. Put each table on a separate sheet, cite in text as Table X, and indicate its approximate location in the text by a circled marginal note. Consult recent issues of the journal to which you intend to submit your manuscript and plan your tables accordingly.

### MATHEMATICAL FORMULAS AND EQUATIONS

Numbers, letters and symbols in formulas and equations must be clear and accurate, and they must be in proper alignment. Allow extra space—triple or even quadruple—around typewritten equations. If your typewriter does not have special symbols draw them neatly by hand. Note in pencil obscure modifications of symbols such as prime marks dots over symbols etc. Carefully distinguish the letter "O" and zero, the letter "l" and the number 1 the degree symbol and superior letter "o" and zero. When "X" represents the multiplication sign, indicate lightly in pencil "mult sign." Draw Greek letters carefully inserting marginal notation such as "Gk. beta" to avoid error. Indicate type face by underlining as follows:

Roman capital letter triple underline

Roman small capital double underline

Boldface capital or lower case wavy underline

Italic capital or lower case single underline

Draw or type superior and inferior numbers letters and symbols (exponents or super-script and sub-script) in the proper position. If there is any doubt about the proper position pencil a caret  $\wedge$  over the characters to be set inferior and an inverted caret  $\vee$  under the characters to be set superior. Use combinations of  $\vee$  and  $\wedge$  as necessary to mark inferiors to superiors ( $\wedge \vee \wedge$ ) inferiors to inferiors ( $\wedge \vee \wedge$ ) superiors to inferiors ( $\wedge \vee \wedge$ ) and superiors to superiors ( $\wedge \vee \wedge$ ).



TABLE 6 Occurrence of grasses of the tribe *Hordeae* in certain counties of Arizona

County	Number of species of the genus		
	<i>Hordeum</i>	<i>Elymus</i>	<i>Lolium</i>
Apache	2	7	0
Graham	1	7	1
Cochise	3	8	2

Compiled from Gould, Frank W 1951 Grasses of the Southwestern United States Univ Ariz Bull 22 1-343

† Includes the species that often are segregated in the genus *Agropyron*.

the field of a table when observations or tests are lacking Avoid odd alignments in columns whenever possible

Set.	sedf	ghkt	axy	Not	sedf	ghkt	axy
		pdq	adb			pdq	adb
		soe	123			soe	123
			xyz				xyz

Footnotes to tables are frequently necessary They should immediately follow the table with each treated as a paragraph and referred to with a superscript letter (or symbol \* † ‡ §)

Numerical data of equal length should be centered in the column

If entries are unequal, center the longest and align the rest on the decimal, or at the right or the left margin Align data with standard deviations first on the  $\pm$  then on the decimal points to the left and right

60	60.5	54.321	37	22.3 $\pm$ 1.5
40	125.3	4.321	37.2.39	647 $\pm$ 51
8	49.9	321	39 -39	8.32 $\pm$ 0.12
57	0.5	21	35.9-36.7	0.64 $\pm$ 0.01

Examine data carefully to determine the significant digits. percentages should be given to one decimal (20.2%) unless extreme accuracy is both essential and possible

Use special type styles, such as boldface and italic, only if essential in boxhead stub and field for example italics for names of genera and species.

Plan tables to use space efficiently and to fit either single- or multiple-column formats. Large tables are costly and few journals will accept those requiring fold-out pages. Tables are usually typed parallel to the print line, but extensive data may be set perpendicular.

The typed manuscript of tables should be *double-spaced throughout*, including title, headings, and footnotes. Put each table on a separate sheet, cite in text as Table X, and indicate its approximate location in the text by a circled marginal note. Consult recent issues of the journal to which you intend to submit your manuscript and plan your tables accordingly.

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Roman capital letter triple underline

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Boldface capital or lower case wavy underline

Italic capital or lower case single underline

Draw or type superior and inferior numbers, letters, and symbols (exponents or super-scripts and subscript) in the proper position. If there is any doubt about the proper position, pencil a caret  $\wedge$  over the characters to be set inferior and an inverted caret  $\vee$  under the characters to be set superior. Use combinations of  $\wedge$  and  $\vee$  as necessary to mark inferiors to superiors ( $\underset{\wedge}{X}\overset{\vee}{I}$ ), inferiors to inferiors ( $\underset{\wedge}{A}\underset{\wedge}{B}$ ), superiors to inferiors ( $\overset{\wedge}{A}\overset{\wedge}{B}$ ) and superiors to superiors ( $\overset{\wedge}{2}\overset{\wedge}{3}$ ).

Equations are extremely expensive to set in type for much handwork may be required particularly when built-up fractions, complicated exponents, radical signs and other forms which must occupy more than one line of type are involved. Hence you should present your equations in the simplest clear form. Simple forms can be obtained by ordinary mathematical manipulation factoring removing common factors clearing fractions, etc. In addition, the following notations are helpful because the material can be set in one line on a machine.

- 1) Use a case fraction instead of a built up fraction

$$\frac{1}{2} (\underline{a} + \underline{b}), \text{ not } \frac{\underline{a} + \underline{b}}{2} \quad (1)$$

- 2) Use a fractional exponent instead of a radical sign

$$\frac{a(bc)^{\frac{1}{2}}}{}, \text{ not } a\sqrt{\frac{bc}{}} \quad (2)$$

- 3) Use the slant line (/) to avoid built up fractions, taking care to insert the necessary parentheses

$$\underline{x} = (\underline{a} + \underline{b})/(\underline{c} + \underline{d}), \text{ not } \underline{x} = \frac{\underline{a} + \underline{b}}{\underline{c} + \underline{d}} \quad (3)$$

- 4) Use negative exponents when simplicity results

$$\alpha = \frac{2}{3} R^{-1} g \sin B, \text{ not } \alpha = \frac{R g \sin B}{3R} \quad (4)$$

- 5) Avoid using a bar to mean average when more than one character is involved, instead, use pointed brackets with a subscript  $arg$

$$\langle \underline{a} + \underline{b} \rangle_{\text{avg}}, \text{ not } \overline{\underline{a} + \underline{b}} \quad (5)$$

- 6) When the argument of an exponential function is complicated, use the form  $\exp'$  and type the argument on the line instead of superior

$$\exp \frac{1}{2} (\underline{v}_0 / \underline{\mu D}) (1 - \underline{Br} / \underline{C}) \quad \text{not} \quad \underline{\frac{1}{2}} (\underline{Y} / \underline{\mu D}) (1 - \underline{Br} / \underline{C}) \quad (0)$$

- 7) Avoid aligning superiors directly over inferiors. The expression

$x_{\frac{2}{2}}$  is fully as clear as  $x_{\frac{2}{2}}$  and it can be set by machine (7)

Draw complex equations in India ink on a separate page

When several equations are used, number them in parentheses at the right to permit reference to them in the text.

## STATISTICS

Statistics may be used in designing an experiment or a series of observations and in analyzing and interpreting quantitative data from a completed investigation. But statistical methods are based on probability; hence they neither support poorly designed and inadequately controlled experiments, nor prove the results beyond doubt.

In designing an experiment, keep in mind normal variations in biological materials; reliability of analytical methods and errors arising from sampling. One can calculate how to extract the most information when time or material is limited, or if no limiting factors are known, with the least experimentation. But statistics cannot substitute for thought and common sense.

When analyzing data, emphasize the biological results, not the statistical methods. A simple statement that the analyses yielded certain results usually justifies the interpretations and conclusions. Do not include unnecessary mathematical details. Do not report separate results from a large number of uniform or corresponding experiments, especially when analyzing the characteristics of a population. Adequate information is usually supplied by (i) the number ( $N$ ) of individual observations (ii) the arithmetic mean value ( $\bar{x}$ ) (iii) the standard deviation ( $sd$  or  $s_x$ ) or standard error ( $se$ ). Such information may be included in text or table as  $321 \pm 2.8$  (7) where the numbers represent the mean  $\pm$   $se$  or  $sd$  (indicate which) with the number of observations in parentheses. When reporting a difference between the means (or other statistics) of two groups of results, apply a test of significance or give the confidence limits. When representing statistical quantities by symbols, use Greek letters ( $\mu$ ,  $\sigma$ , etc.) for hypothetical characteristics of the population and roman letters ( $\bar{S}$ ,  $s$ ,  $m$ , etc.) for actual measurements based on samples from the population.

Omit long descriptions of statistical methods except in manuscripts dealing specifically with statistics, but cite the source of any unusual methods.

## CHEMICAL FORMULAS AND EQUATIONS

Chemical symbols and simple formulas may be used in text, tables, or figures as shorthand designations ( $Mg$ ,  $Mn$ ,  $HCl$ ,  $CO_2$ ,  $H_2SO_4$ ,  $H_3PO_4$ , etc.). Ions may be indicated by adding symbols for the electrical charge ( $Mg^{2+}$  or  $Mg^{++}$ ,  $SO_4^{--}$  or  $SO_4^{2-}$  or  $SO_4$ ,  $H^+$ ,  $Fe^{3+}$  or  $Fe^{+++}$ ,  $Cl^-$  or  $Cl$ ,  $Na^+$ , etc.). The diatomic molecules of gases may also be denoted by their formulas ( $H_2$ ,  $O_2$ ,  $N_2$ , etc.).

When merely naming a salt, use its simplest formula ( $Na_2SO_4$ ,  $KCl$ ,

$\text{FeCl}_3$ , etc.) but when mentioning quantities of normally hydrated salts, indicate the full molecular formula [ $\text{BaCl}_2 \cdot 2\text{H}_2\text{O}$   $\text{Na}_2\text{SO}_4 \cdot 10\text{H}_2\text{O}$   $\text{K}_4\text{Fe}(\text{CN})_6 \cdot 3\text{H}_2\text{O}$ ] Avoid using a chemical symbol that can be mistaken for a word, particularly in beginning a sentence (As in these samples  
He was present in )

The formulas of simple organic substances may be used in the text if they save space and if they can be printed in a single line ( $\text{HCHO}$   $\text{CH}_3\text{COOH}$   $\text{C}_6\text{H}_5\text{OH}$ ) Avoid ambiguous formulas ( $\text{C}_2\text{H}_6\text{O}$  may be alcohol or acetone  $\text{C}_4\text{H}_6\text{O}_2$  could be any of at least eight substances) and also formulas of substances with closed ring structures they are difficult to print

Where structures of organic substances are important type or draw them carefully centered between lines of text, showing every significant detail clearly Show only the more important chemical bonds for example leucine may be written

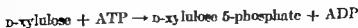


If all the bonds were indicated the formula would occupy far more space and would be more difficult to comprehend at a glance Avoid diagonal bond lines and diagonal arrows if possible

Complex formulas must often be set by hand and may turn out too large Accordingly provide well-designed India ink drawings of complex structures for reproduction by photoengraving Indicate the exact position in the text by a pencil drawing of the same structure

Isotopically labeled elements are indicated in American journals by the atomic weight of the isotope placed as a superior figure to the right of the symbol ( $\text{CH}_3\text{C}^{14}\text{OOH}$  for acetic acid-1  $\text{C}^{14}$   $\text{C}^{14}\text{H}_3\text{COOH}$  for acetic acid-2  $\text{C}^{14}$ ) British journals place the atomic weight to the left. When the name rather than the formula is used place the symbol of the isotope after the name (leucine- $\text{N}^{15}$  thymidine  $\text{H}^3$ ) If the position of the labeled element is known, show this by a number before the symbol (sodium propionate-2- $\text{C}^{14}$ ) if unknown or if the labeling is general omit the number (glucose  $\text{C}^{14}$ )

Center chemical equations between lines of text. If they represent an equilibrium, use the double arrow if the reaction goes to completion a single arrow In presenting many biochemical reactions, the names rather than the formulas of complex organic substances are frequently used Abbreviations may be used if generally understood For example a reaction catalyzed by an enzyme found in mammalian liver may be written



In general, chemical equations like mathematical equations should balance. Where it is necessary only to indicate the general course of a reaction influenced by a catalyst or specific reagent diagrams like the following are appropriate



### DESCRIPTIONS OF SOLUTIONS

Express the concentration of solutions in chemical terms that is either in normality (N) or molarity (M) and attach a number (1.0 N hydrochloric acid, not x hydrochloric acid)

Use the decimal system for fractional concentrations (0.1 N hydrochloric acid not  $\frac{1}{10}$  hydrochloric acid) Use only sufficient decimal places to indicate the accuracy with which the solution was prepared or standardized (0.502 N hydrochloric acid) For extremely dilute solutions use the form  $1.0 \times 10^{-3}$  M, or  $1.0 \times 10^{-4}$  N as the case may be The chemical definition of concentration is preferred because expression as percentage is frequently ambiguous  $10\%$   $\text{H}_2\text{SO}_4$  may mean 10 g of sulfuric acid ( $\text{H}_2\text{SO}_4$  substance) in 100 ml of solution, or 10 ml of concentrated sulfuric acid (the commercial reagent which may be from 95 to 98% by weight or approximately 36 N) in 100 ml of solution  $10\%$  sodium sulfate may be 0.07 M, 0.03 M, or 0.03 M, according to whether the anhydrous salt, the heptahydrate or the decahydrate was weighed

If you do use a percentage specify the exact chemical substance weighed or measured, and whether by weight and volume (w/v) or by volume only (v/v) Dilutions of ethyl alcohol, for instance are usually made from commercial alcohol of density 0.810 which has a concentration of 92.3% by weight and 94.9% by volume

Sometimes special methods are used to prepare and describe solutions A 1.0 molar solution contains 1.0 mole of the substance dissolved in 1,000 g of solvent. A 1.0 weight molar solution contains 1.0 mole of substance dissolved in sufficient water so that the solution weigh 1,000 g Weight molar solutions are measured by weight.

### CHEMICAL ANALYSES AND PHYSICAL PROPERTIES OF COMPOUNDS

Give reference to all analytical or procedural methods not widely known. If you use an important modification of a fundamental method, state this (e.g., nitrogen was determined by the Kjeldahl method as

modified by Hiller et al., 1948) Where the modification is trivial, cite only the fundamental publication. If your method is original, at least in part, describe it briefly, avoiding inconsequential details. The reader needs to know that a precipitate was centrifuged in the cold at  $2,000 \times g$  but the make and type of centrifuge is usually unimportant. Since analytical chemists invariably use distilled or deionized water, this need not be mentioned unless specially purified water is essential. The crystals were collected by filtration on a Büchner funnel transferred to a weighing bottle, dried in a vacuum desiccator over phosphorus pentoxide and weighed on an analytical balance' simply means that the crystals were filtered, dried in vacuo, and weighed the rest is padding. The technical competence of the reader must be assumed.

Report analytical results in the following conventional form

Analysis	$C_{17}H_{23}N_4O_4$	calculated	C 59.29	H 5.85	N 16.27
		Found	C 58.8	H 6.03	N 16.2

Note the punctuation the omission of the percentage symbol and that the calculated values are given to four significant figures. The analytical results are given to only three figures, the last being adjusted. Only when extreme precautions are taken is a fourth figure justified.

Report the data on physical properties in the text in the following standard form, indicating special conditions of measurement

Specific rotation  $[\alpha]_D^{25} = -20 \pm 2^\circ$  (1.0 M in water)

Melting point 140–142°C (unc) or (cor) (copper block) (sealed tube)

Boiling point bp 120°C at 15 mm

Specific refractive index  $[n]_D^{18} = 1.4767$

Record temperature wavelength of the light used in measuring specific rotation the solvent, and concentration of the solute.

Statements of melting points should indicate whether you applied a correction for stem emergence of the thermometer. If no statement is made about technique it is understood the substance was heated in an open tube immersed in a suitable bath. Avoid the somewhat ambiguous term 'mixed melting point' by writing 'mp 178–179°C (unc)' and the mixture with an authentic sample of mp 179–180°C (unc) had mp 177–179°C (unc). Boiling points are recorded at atmospheric pressure unless otherwise stated.

Chromatographic evidence for identity and purity is better presented by India ink tracing of the paper than by photographs. State the kind of paper the solvent the conditions and the  $R_f$  values of all components present, together with those of authentic materials. Note that  $R_f$  means the ratio of the movement of the substance to that of the front, and that

R is an italic capital and the F an inferior italic small capital (not lower case) also that the process is chromatography the paper is a chromatogram. Avoid such neologisms as *papergram*. One does not "elute (or extract) the spots," nor does one "extract the paper" one elutes or extracts the substance from the paper. In column chromatography one does not "pool the tubes," or "titrate the tubes" least of all does one "mix the tubes" but the *fractions* or *contents* of the tubes.

### METABOLIC QUOTIENTS

Suggestions for expressing metabolic quotients are

- 1) a) The symbol  $Q_x$  may represent metabolic quotients *only* in the units of  $\mu\text{l}$  of gas  $X$  mg dry wt of biological material hr
- b) If the metabolite  $X$  is a solid or liquid, it is conventionally considered as a gas at normal temperature and pressure (NTP) 1  $\mu\text{mole}$  of  $X$  being equivalent to 22.4  $\mu\text{l}$ .
- 2) Metabolic quotients in other units, such as  $\mu\text{mole}$  of  $X$  mg dry wt hr  $\mu\text{l}$  of  $X$  mg  $\backslash$  sec, may be represented by the symbol  $q_x$ .
- 3) Define the units for  $Q$  or  $q$  clearly when first mentioned.
- 4) Indicate production and removal of metabolites by positive or negative quotients omit the symbols (+ or -) if there is no confusion.
- 5) Indicate aerobic or anaerobic conditions thus  
 $Q_{CO_2}^a$ ,  $Q_{CO_2}^n$ ,  $q_{CO_2}^a$ ,  $q_{CO_2}^n$   
 Measurements in another gas may be indicated thus  $Q_{CO_2}^H$ .
- 6) Indicate substrate in parentheses  $Q_{CO_2}^H$  (pyruvate)
- 7) One may omit the symbols  $Q_x$  or  $q_x$  if he states the units ( $\mu\text{moles g wet wt hr}$ ) whenever a quotient is mentioned.

### CHEMICAL NOMENCLATURE

The index of *Chemical Abstracts* is the authority for the names of chemical compounds in the United States and Canada. Consult it in all doubtful cases. But many common names not derived under the rules of chemical nomenclature are current and useful trivial and trade names (aspirin, cellophane, DDT 2,4-D) coinages to suggest chemical structure (methoxychlor). Many trade names are officially registered and, if used, must be spelled and capitalized according to the owner's usage (Vaseline Adrenalin). Use caution and common sense following good usage in your field. A biochemist writing on mechanisms of respiration may properly use the name  $\alpha$ -ketoglutaric acid, although *Chemical Abstracts* indexes this substance as 2-oxoglutaric acid. A plant patholo-



modified by Hiller et al., 1948) Where the modification is trivial, cite only the fundamental publication. If your method is original at least in part, describe it briefly avoiding inconsequential details. The reader needs to know that a precipitate was centrifuged in the cold at  $2,000 \times g$  but the make and type of centrifuge is usually unimportant. Since analytical chemists invariably use distilled or deionized water this need not be mentioned unless specially purified water is essential. "The crystals were collected by filtration on a Büchner funnel, transferred to a weighing bottle dried in a vacuum desiccator over phosphorus pentoxide and weighed on an analytical balance" simply means that the crystals were filtered dried in vacuo and weighed the rest is padding. The technical competence of the reader must be assumed.

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Statements of melting points should indicate whether you applied a correction for stem emergence of the thermometer. If no statement is made about technique it is understood the substance was heated in an open tube immersed in a suitable bath. Avoid the somewhat ambiguous term "mixed melting point" by writing "mp 178–179 C (unc)" and the mixture with an authentic sample of mp 179–180 C (unc) had mp 177–179 C (unc)." Boiling points are recorded at atmospheric pressure unless otherwise stated.

Chromatographic evidence for identity and purity is better presented by India ink tracing of the paper than by photographs. State the kind of paper the solvent, the conditions, and the  $R_f$  values of all components present, together with those of authentic materials. Note that  $R_f$  means the ratio of the movement of the substance to that of the front, and that

a few other asymmetric substances. These prefixes signify the configurational family; they have nothing to do with the direction in which the substance rotates the plane of polarized light. L-Alanine is dextrorotatory when you must indicate direction of rotation write L-(+)-alanine. Prefix an italic *d* or *l* when the configurational relationship of the substance to D- or L-glyceraldehyde is unknown. These prefixes do denote the direction of rotation of the substance under a standard condition. But the small capital letter prefixes have been so misused and misunderstood that the (+) and (-) signs to denote the dextro- and levorotatory powers of many substances may be necessary. The name (+)-tartaric acid is clear and unequivocal. D-tartaric acid is correct (as X-ray analysis of the crystal structure has shown). L-tartaric acid is incorrect although often used. This is one of the few substances for which current rules of nomenclature have proved inadequate.

If you refer frequently to substances with complex and difficult names draw the structures labeling them with the proper name and a Roman numeral, and then refer in the text to substance (or acid, ketone, etc.) III or V or IX, as the case may be.

#### ANATOMICAL NOMENCLATURE

The international standard is *Nomina anatomica Parisiensis* (1935) or *B.N.A.* (1893) edited by Woerdeman (1937). The 8,640 terms are in Latin, but the International Anatomical Nomenclature Committee "holds each country to be at liberty to translate the official Latin terms into its own vernacular for teaching purposes." The best source of translations of anatomical terms from Latin to English is the Burningham Revision of the Basle *Nomina anatomica* (University Press Glasgow 1933).

In good English usage some terms (e.g., femur, externa chyli) are seldom translated, others may or may not be (as tela subcutanea or subcutaneous tissue) but most are given in Anglicized form (e.g., stomach for ventriculus, brachial plexus for plexus brachialis). Avoid antiquated names (as innominate bone for hip bone, astragalus for talus) and obsolete usage (e.g., internal and external, if medial and lateral are intended).

#### NOMENCLATURE OF ORGANISMS

##### General Principles

Biological nomenclature is designed to achieve stability and universal acceptance of scientific names of organisms. Authors and editors are

gist may mention 'nabam,' which is indexed by *Chemical Abstracts* under this name but with the instruction *see disodium salt under Carbamic acid ethylenebis dithio-*

Many abbreviations for long complex names of organic compounds are current. TPN for triphosphopyridine nucleotide. ATP for adenosine triphosphate. Avoid coining your own abbreviations, rephrase to avoid repetitions of cumbersome terms. But if you *must* use such abbreviations, define them exactly at first use and *never* use them in titles or abstracts.

List drugs, insecticides and related preparations by their chemical names when possible otherwise by generic names. For generic names consult *The Pharmacopeia for the United States of America* (USP), the *National Formulary* (NF) *New and Nonofficial Drugs* (NND) or lists of common names accepted by national scientific societies (e.g. names of insecticides approved by the Entomological Society of America). For substances not listed in these compendia use a trade name followed the first time by its chemical or scientific name in parentheses. Capitalize all trade names but omit the registry symbol®.

The chemical formulas of common and simple substances ( $H_2O$ ,  $CO_2$ ,  $HCl$ ,  $NaCl$  etc.) may be used in the text or in table headings especially if such terms occur repeatedly even though such formulas imply definite quantities. To write 5 ml of  $H_2O$  is illogical because the formula  $H_2O$  strictly speaking means 18 g (or parts by weight) of water. But here custom overrules logic.

Complex names, especially of organic substances, should be given their full scientific name at least the first time they are used. Subsequently the common name will serve but use good judgment. 'phthalic acid' serves better than '1,2 benzenedicarboxylic acid' and 'phenol' than 'carbolic acid'. Avoid antiquated names: 'muriatic acid' (for hydrochloric acid), 'cupperas' (for ferrous sulfate), 'blue vitriol' (for copper sulfate) or 'potash, soda, baryta, Glauber's salt, Rochelle salt, etc.

References to quantities of inorganic salts or hydrated organic substances should specify the number of molecules of water of hydration in the quantity of the substance: thus copper sulfate pentahydrate, sodium sulfate decahydrate, asparagine monohydrate, histidine monohydrochloride monohydrate etc.

Many names of organic substances include numbers, letters or syllables designating details of the chemical structure. Transcribe these accurately. There are several isomers of dinitrophenol for instance, and the exact one used must be made clear. Check for errors in the use of the small capital *n* and *L* in names of sugars and amino acids and of

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### Intraspecific Categories

The three codes of nomenclature differ regarding subdivisions of species. The *Botanical* code recognizes taxa subordinate to species such as subspecies, variety, subvariety, forma, and subforma (*Andropogon ternatus* subsp. *macrothrix*, *Saxifraga aizoon* var. *aizoon* subvar. *brevisolia* forma *multicaulis* subforma *serculosa*). The *Bacteriological* code recognizes no infraspecific taxon subordinate to the rank of subspecies and considers variety synonymous with subspecies. This Code recognizes such infrasubspecific taxa as strain, serotype, group, phase, forma, *specifica*, variant, stage, and state. The *Zoological* code recognizes subspecies and will accept names for variety and forma up to 1961 but will not govern names in infrasubspecific categories. The botanical term "variety" (abbreviated var. or v.) is restricted to variant forms of wild plants that have been given Latin names as true botanical varieties, even though they may have been brought into cultivation (*Iris tricolor* var. *kurta*).

### Horticultural Varieties

Names of cultivated varieties of plants (cultivars) are printed in roman type set off with single quotes after the Latin names of the species (*Sansevieria zeylanica* 'Calico', *Lycopersicon esculentum* 'Red Cherry'). Many cultivars have Latin names which must be retained. Consult the *International Code of Nomenclature of Cultivated Plants* (Vilmorin et al. 1958).

### Citation of Author

The person first publishing a scientific name for any taxon, under conditions prescribed by the codes is its author. In taxonomic papers the name of a taxon should be supplemented with the name of its author (*Homo* Linnaeus, *Musca domestica* Linnaeus, *Magnolia grandiflora* Linnaeus, *Virens* Breed, Murray and Hitchens 1944, *Clonadrium postmarianum* Winogradsky). The author citation need appear only once in the article but usually not in titles.

When a species or subspecies is transferred to a genus other than that in which it was first placed, the name of the original author of the species is placed in parentheses. The authority of the new combination follows, but is not placed in parentheses. *Shigella dysenteriae* (Ehlig) Castellani and Chalmers, *Spiraea latifolia* (Ait.) Borkh. The *Zoological* code does not recommend citing the authority of the new combination.

obligated to accept the rules governing nomenclature in the *International Code of Botanical Nomenclature* (Lanjouw et al. 1956), the *International Code of Nomenclature of Bacteria and Viruses* (Buchanan et al., 1958) and the *International Code of Zoological Nomenclature* (revised edition 1960, in press). The essential features of zoological nomenclature also appear in *Procedure in taxonomy* (Schenk and McMasters, 1956) and current lists of families, genera and species are available from the International Trust for Zoological Nomenclature. Because of usage and of inherent differences among animals, plants, and microorganisms, the codes differ in certain basic principles.

### *Systematic Categories*

The basic taxa (*singular* taxon), in descending order are phylum or division, class, order, family, genus, and species. The scientific name of species in all disciplines is a binary combination (botany, bacteriology) or binomen (zoology), and consists of the generic name followed by the specific epithet (botany and bacteriology) or specific name (zoology). The scientific names of all taxa are Latin or Latinized forms, and are to be so treated.

To be validly published and have standing in nomenclature, the name of a newly proposed taxon of recent plants (not fossil plants) except bacteria, must be accompanied by a Latin description or a reference to a previously and effectively published Latin description. Effective dates of this requirement are 1 January 1935 for plants other than algae and 1 January 1958 for algae. Authors should not submit (or editors accept) manuscripts that violate this rule. Latin diagnoses are not required by the *Zoological* and *Bacteriological* codes.

### *Capitalization*

Do not use the specific name or epithet alone when referring to a species; it must be preceded by the generic name (or abbreviation). The generic name, however, or that of any higher rank, may stand by itself. Capitalize names of genera and of all higher taxa. Generic names may be abbreviated to the capitalized initial letter when followed by a specific epithet (name) if the context makes the meaning clear. Never capitalize specific names (epithets) or subspecies taxa (except where permitted by the *Botanical* code). Generic names used as vernacular names are neither italicized nor capitalized (see p. 54). *Petunia*, *petunia*. *Mastodon*, *mastodon*. *Bacillus*, *bacillus*. *avena* test.

lar verb. Custom also sanctions the vernacular usage of plural generic names. Examples. The salmonella is but the salmonellae (brucellae, corynebacteria, clostridia, sarcinae) are. The Latin plural of a generic name is preferred in bacteriology but English plural endings are used exclusively in certain cases (pseudomonads for *Pseudomonas*) and others sometimes (e.g., salmonellas, shigellas, vibrios, sarcinas). Occasionally more than one vernacular form is derived from a generic name as treponema or treponeme from *Treponema*, and streptomycete or streptomycet from *Streptomyces*.

### KEYS FOR IDENTIFYING ORGANISMS

The ideal key to a group of organisms presents rigorously selected information so that a series of correct choices leads to the identification of an organism unknown to a user of the key. This results only if the key has been properly constructed, if the user interprets his material and the key correctly and if the organism has been included. Lawrence (1931) and Metcalf (1934) have presented helpful ideas on the construction of keys. Keys constructed to show relationships or phylogeny tend to be less functional and to become only synopses of taxa. Thus in preparing and using keys it must be recognized that they provide, except perhaps in the most specialized works, only a useful and workable means of identifying organisms, and not always an accurate picture of phylogenetic lines or natural relationships.

Several different types of keys appear in botanical, zoological, and bacteriological publications. Some keys separate only two species, others separate hundreds of taxa. Guiding principles for construction of a key are (Metcalf 1934):

- 1) Simplicity. Write entries in the keys as simple, direct, and mutually exclusive couplets; thus, a dichotomous key.
- 2) Clarity. State the first member of the couplet in the positive and the second member as a negative statement of the characters displayed in the first.
- 3) Reversibility. Construct the key so it can be used backward as well as forward. This is helpful, because if an erroneous choice is made at one couplet it is possible to retrace and find the point of divergence.

Examples of keys that illustrate these principles are



## Typography

Biological publications generally italicize scientific names of genera, subgenera, species, and subspecies. New names of taxa above genera may be italicized. The names of taxa proposed as new to science as new names or as new combinations, and appearing in print for the first time are commonly set in boldface type. Generic names used as vernacular names are not italicized.

## Vernacular or Common Names

Many plants and animals are known by their vernacular (provincial, common) names as well as their scientific names. Vernacular names for the same organism are usually different in each language. Nomenclatural rules and custom in various disciplines govern the appropriateness and use of vernacular names.

The Entomological Society of America approves the common names of approximately 1,500 insects. Examples: alfalfa looper, cat flea, chigger, silverfish, zebra caterpillar. When proposing new common names for insects: (1) use one name for a species, and avoid names of more than three words; (2) do not employ parts of a scientific name unless thoroughly established by usage; (3) for insects of concern in both the larval and adult stages, use the name for the most important or best known stage.

The American Ornithologists Union (1957) publishes a check list of scientific and vernacular names for species (but not subspecies) of North American birds. The names follow the *Union Code of Nomenclature*; initial capital letters are recommended for complete vernacular names of species but not for general vernacular names (subspecies). Examples: Bald Eagle, Baird's Sandpiper, Great Auk, Ruby-throated Hummingbird, but eagle, sandpiper, auk, and hummingbird.

Common plant names are seldom capitalized. But names derived from proper nouns may retain the initial capital letter and be hyphenated or set as two words, omit apostrophe in names with a possessive element. Examples: Alpine-saxifrage, Cupid's-dart, Dutchman's-pipe, English ivy, flower-of-Jove, Gray's lily. Proper names, e.g., lose their capital in fanciful names: jack-in-the-pulpit, blue-eyed mary, and brown-eyed susan.

An English name (vernacular) may be coined from any bacterial genus. But a generic name is a noun in the singular and requires a singular

lar verb. Custom also sanctions the vernacular usage of plural generic names. Examples The salmonella is but the salmonellae (bruceellae, corynebacteria, clostridia, sarcinae) are. The Latin plural of a generic name is preferred in bacteriology but English plural endings are used exclusively in certain cases (pseudomonads for *Pseudomonas*) and others sometimes (e.g., salmonella, shigella, vibrios, sarcinas). Occasionally more than one vernacular form is derived from a generic name as treponema or treponeme from *Treponema*, and streptomycete or streptomycetes from *Streptomyces*.

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Examples of keys that illustrate these principles are

Key to the families of the order *Myriangales* (After Wolf and Wolf 1947)

A Asci arising at different levels

B Stroma massive, of homogeneous texture without a rind

Family 1 *Myriangiaceae*

BB Stroma effuse interior gelatinous, exterior crustose

Family 2 *Elinoaceae*

AA Asci arising at one level

C Stroma naked

Family 3 *Saccardiaceae*

CC Stroma with crustose rind

D Multiloculate

Family 4 *Dothioraceae*

DD Uniloculate or perithecium like

Family 5 *Pseudosphaeriaceae*

Key to the genera of the family *Heteromyidae* (After Cockrum, 1957)

- 1 Soles of hind feet densely haired interparietal less than one-fourth of greatest width of skull 2
- 1' Sole of hind feet naked or haired only from heel to plantar surface interparietal more than one-fourth of greatest width of skull 3
- 2(1) Length of hind foot more than 23 mm tip of tail tufted occlusal surface of upper premolars elliptical *Dipodomys*
- 2 Length of hind foot less than 32 mm tip of tail not tufted occlusal surface of upper premolars rectangular *Microdipodops*
- 3(1') Pelage silky or hispid never spiny upper incisors grooved bullae excessively inflated *Perognathus*
- 3 Pelage spiny upper incisors not grooved bullae not excessively inflated (not reaching level of grinding surfaces of molars) *Leomys*

## DOCUMENTATION AND QUOTATION

Quotation and documentation by tables, graphs, and pictures are often necessary for clarity and forcefulness. Illustrations should be worth the space they will occupy and they should not duplicate text or tables. Limit quotations to essential passages. Selected phrases are superior to long quotations which may require additional explanation. Unless the quotation is brief and pointed a paraphrase or résumé is preferable.

Quotations should reproduce the original *exactly* in spelling, capitalization, italics, and punctuation. You may correct obvious typographical errors, but other irregularities should be exactly reproduced immediately followed by [sic] which assures the reader that you are quoting

accurately. If you italicize part of a quotation, say so in parentheses like this "omit useless words" (*italics added*). The parentheses are outside the quotation marks but inside the period.

Enclose in square brackets any words you interpolate within a quotation. "In this [precise] manner." Parentheses around your own remarks within another's statement falsely identify the words as his. Add brackets by hand if your typewriter lacks them. Indicate an ellipsis within a quoted sentence by three spaced periods (see Period, p. 11).

Type quotations of three lines or less as part of your text, between quotation marks. Type longer quotations double-spaced, with subparagraph indentation and omit quotation marks. Do not further indent the first line of a quotation even if it begins a new paragraph, but preserve subsequent paragraphing.

Quotations of ten or more printed lines from recent works normally require permission from author or publisher. Shorter quotations may require permission if they are summative and significant. The rules of publishing houses vary, often requiring permission only for quotations of more than 250 or 300 words. The following "Reciprocal Agreement on Permission to Quote" was signed in 1941 by all members of the Association of American University Presses (this does not include commercial publishers).

- 1) Each party to this agreement agrees to permit the other parties to quote from the originating publisher's books without seeking specific permission subject to the conditions listed below.
- 2) Full credit will be given to book, author and publisher (and series and translator if any).
- 3) Waiver of the requirement for specific written permission does not extend to verse, to illustrations, to quotations totaling more than 1,000 words from any one book, or to quotations that are complete units in themselves (as brief short stories or essays).
- 4) It is clearly understood that this agreement applies only to quotations used for purposes of illustration or the citing of authority and not to quotations presented as primary material for its own sake (as in anthologies or books of readings). The responsibility of determining the nature of the use rests with the quoting publisher.

When asking permission to quote, identify the material by full, accurate references. The initial copyright period is 28 years in the United States, with a single renewal permitted.

#### FOOTNOTES

Use footnotes only when absolutely necessary for presenting explanatory material not appropriate to the text or tables. Examples are change of

author's address, and prescribed statements relating to dissertation institutional approval and contribution number if necessary. Indicate a footnote in the text by a superior number (<sup>1 2 3</sup>). Place reference numbers after the word or statement annotated and number consecutively throughout, starting with those on the title page. Type footnotes for the text double spaced on a separate page with each entry as a separate paragraph headed by its number corresponding to the reference in the text.

Footnotes to tables should be placed at the foot of the table and not on a separate page. To identify each, use symbols or superscript letters (see p 42 and footnotes to Tables 5 and 6).

Never use a footnote in an abstract.

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### LITERATURE CITED

Basic considerations in making bibliographic references are accuracy, readers' convenience, and librarians' time.

In the text, citations should be made consistent (according to the practice of the journal) by use of one of the following systems:

- 1) *Name-and-year system*. Depending upon the construction of the sentence the citation will appear as Smith and Jones (1960) (Smith and Jones 1960a, b, c). With not more than three authors, name all in the first reference e.g. Doe, Miller, and Wilson (1960) but subsequently use Doe et al. (1960). Four or more authors should be cited Doe et al. (1960) in the first instance.
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List citations at the end of the paper in alphabetical order. Include only those cited in the text. Do not cite unpublished work unless the paper has been accepted for publication. Citations should contain all the data necessary to locate the source easily in a library. Check all parts of each citation against the original. An inaccurate or incomplete reference wastes time of readers and librarians.

Most journals have their own style for capitals, italics, boldface, and so on, in literature citations. Consult a recent issue. Literature citations must be typewritten and double-spaced.

The critical items for literature citations follow.

- 1) *Authorship.* The family name of the first or sole author precedes the initials or given name. Cite names of all co-authors as given in the by-line.

It is usually not difficult to invert the family and given names of the first or sole author in preparing a reference list. Personal names in many countries usually correspond in form to John C. Smith, and can be easily inverted (Smith, John C.) But designations of rank within a family and compound and hyphenated family names of foreign origin may present problems.

*Junior (Jr.)* and designations of rank within a family such as *II* and *III* are indicated after the initials (F. W. Day Jr., inverts to Day F. W., Jr.; C. G. Child II to Child, C. G. II.) The Spanish word *hijo* (h.) means *junior* and should be translated Gonzalo Ley (hijo) to Ley Gonzalo Jr. Also maintain the paternal or maternal names in Spanish. Camus Gomez Ortega inverts to Gomez Ortega C. not Camus O. G.

Compound and hyphenated American family names, irrespective of origin, are treated in the same manner as other American names.

#### Examples

Henri Vander-Brink  
A. B. van Niel  
R. P. De Smet  
S. Bayne-Jones  
J. de Bueno  
T. L'Eltore

#### Invert to

Vander-Brink, H  
Van Niel, A. B.  
De Smet, R. P.  
Bayne-Jones, S.  
De Bueno, J.  
L'Eltore, T.

Compound family names in publications from other countries (Canada, Czechoslovakia, England, Finland, Germany, Italy, Poland, Scandinavia, Spain, and USSR, etc.) are similarly inverted and the particles capitalized.

For Brazilian and Portuguese names the particles (*do da, dos, das*)

author's address, and prescribed statements relating to dissertation institutional approval and contribution number if necessary. Indicate a footnote in the text by a superior number (<sup>1</sup> <sup>2</sup> <sup>3</sup>). Place reference numbers after the word or statement annotated and number consecutively throughout, starting with those on the title page. Type footnotes for the text double-spaced on a separate page with each entry as a separate paragraph headed by its number corresponding to the reference in the text.

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The persons (H. H. H., H. H. H.) and their abbreviations in German names follow initials when inverted, and should be spelled out

C. von H. H.  
H. H. H. H. H.  
L. H. H. H. H.

H. H., C. von  
H. H. H. H. H.  
H. H. H. H. H.

In *Handwritten Journals* the family name regularly precedes the given name and inversion is unnecessary

F. H. H.  
H. H. H. H. H.

F. H. H.  
H. H. H. H. H.

If *Sen* or *Das* precede an *Indian* name include it with the family name

B. C. Sen Gupta  
K. P. Das Gupta

Sen Gupta, B. C.  
Das Gupta, K. P.

All elements of *Thai* names are taken in the order in which they appear in the journal, joined by hyphens, and lower case is used for the second element

N. H. H. H.

N. H. H. H.

- 2) The year of publication follows the authorship Jones T. C., and R. Doe. 1950

When more than one paper by the same author(s) has appeared in a given year the letters a, b, etc., should be used after the year (e.g., Smith, 1950a, b) In the references each entry should be typed separately with the same letters after the date as appear in the text (e.g., Smith R. P. 1950a, Smith, R. P. 1950b)

- 3) The title appears exactly as on the first page of the article and on the title page
- 4) Abbreviations are commonly used for the names of serial publications, except for one-word titles Follow the abbreviations listed by The Chemical Abstracts Service (1956-1960) (see examples p. 63) If no abbreviation is found, use the following rules from the *International Code for the Abbreviation of Titles of Periodicals* (ISO/R4-1953)
  - a) Do not abbreviate so much it is impossible to identify the title and the language Never change the word order
  - b) Do not abbreviate a one-word title
  - c) Never abbreviate personal names when they begin a title
  - d) Omit articles, conjunctions, prepositions, and unimportant



follow the initials

Silvio do Amaral  
A. O. dos Santos

Amaral Silvio do  
Santos A. O. dos

In *Chinese* publications the family name precedes the given name (usually hyphenated)

Chen Tai-ehien  
Lin Ke-sheng

Chen Tai Chien  
Lin Ke-Sheng

But in American and British journals *Chinese* names are usually Anglicized and inverted

C. Ying Chang  
Hei Fan Fu

Chang, C. Y  
Fu H. F

With *Dutch* names, particles and particle phrases follow initials when inverted

L. A. de Vries  
Willem van Eyck  
J van der Hoeve  
L. W. van Horte van Bing

Vries, L. A. de  
Eyck Willem van  
Hoeve J van der  
Horte van Bing L. W. van

*Egyptian* and other *Arabic* proper family names appear last

Hasean Fahmy Khalil  
Mohamed Metwalli Naguib

Khalil H. F  
Naguib M. M

When either prefixes and their variants (*el ibn abdel abd-el, abdoul, abu abou, aboul*) or the particle *el* alone precede names, they should be hyphenated to the name they precede

Aly Abdel Azis  
Youssef Abou-el Ess  
Azis Ibn Saud  
Kamel el Metwalli  
Hedieh Khalil el Agous

Abdel Azis A  
Abou-el Ess Y  
Ibn-Saud A  
el Metwalli K  
el Agous H K

In compound *French* names the definite article (*le la, les*) or combinations with the preposition *de* (*du de la des*) precede the family name. *De* (or *d'*) alone follows the initials

J Le Beau  
R. L'Epée  
V du Bary  
A. de Bary  
B d Aubias

Le Beau J  
L'Epée, R.  
Du Bary V  
Bary A. de  
Aubias B d

Author: Prefix in name not Anglicized or French article Pages separated

Bary A. de 1886. Ueber einige Sclerotinosen und Sclerotienkrankheiten. Bot. Ztg. 44 37-387 393-404, 409-416, 433-441 449-461 463-474.

Author: Hyphenated name (Compound name without hyphen) Subtitle

Gwynne-Vaughan, Helen. 1922 Fungi Ascomycetes Ustilaginales Uredinales. Cambridge Univ. Press, London. 232 p.

Author: Transliterated names Volume omitted Each 1 is numbered independently

Gavrilov K. A., and T. S. Perel. 1935. Earth worms and other invertebrates in the soil under forests in Vologda region. [In Russian] Pochvovedenie 1935(6) 133-140.

Author: Transliterated name English title on original Annals of Society Number pagged separately Summary in English:

Nishikado, Y. 1921 On a disease of the grape cluster caused by *Phaeospora baccar* Cavara. [In Japanese English summary] Phytopathol. Soc. Japan, Ann. 1(4) 20-42.

Author: Committee chairman; Preposition omitted from name of publication:

Riker A. J., chmn. 1952. Literature citations how biologists like them. Am. Inst. Biol. Sci. Bull. 2(1) 16-19

Author: Society committee Serial name of one word not abbreviated

American Phytopathological Society Committee on Standardization of Fungicidal Tests. 1943. Definitions of fungicide terms. Phytopathology 33 624-626.

Author: Service agency omitted as publisher

Chemical Abstracts Service. 1940. List of periodicals abstracted by Chemical Abstracts with key to library files and other information. Ohio State Univ., Columbus 10, Ohio 314 p.

Author: State institution Fiscal year; Special part; Bulletin:

Wisconsin Agricultural Experiment Station. 1930. What's new in farm science sixty-sixth annual report 1948/49 Part I. Wisconsin Univ. Agr. Expt. Sta. Bull. 491, 68 p.

Author: Federal agency; Two or more volumes:

U. S. Bureau of the Census. 1927 United States census of agriculture 1923. U. S. Govt. Printing Office Washington. 3 v

Author: Federal agency Pages not numbered:

U. S. Department of Agriculture. Plant Pest Control Division, Pesti-

words (in long titles), except where they form a part of a title consisting of only two other words, neither being a generic name

- c) Form abbreviations by omitting the last letters (at least two) of the word terminate abbreviation after a consonant or group of consonants.

Replace letters by a period (full stop) Example Pétrogr (not Pétrog ) for Pétrographie

- f) Indicate plurals only when necessary

- 5) *Volumes and pages of serials* appear in Arabic numbers after the abbreviated name of the periodical 2 120-136 An issue, number, supplement or other part within a volume is shown in parentheses only when paged independently 2(4) 1-56 34 (Suppl 2) 1-26 Any special series (Ser 3 III or C) precedes the volume number Ser 3 2 120-136 III 2(4) 1-56 C 2 120-136
- 6) In *book citations* the following appear in sequence after the title the edition if other than the first, the publisher's name or shortened name (according to the *Cumulative Book Index*) the place of publication, and the number of pages if one volume, but the number of volumes if more
- 7) *Illustrations* are not mentioned unless separately paged from the text or of particular importance
- 8) *Transliteration* of words from languages other than English (Greek, Hebrew Slavic [Russian Bulgarian etc.]) follows the procedure of the *U S Government Printing Office Style Manual* (1959)
- 9) *Missing bibliographic details* added for clarity (names dates publishers, etc ) should appear in brackets For exceptions consult Bryant (1961)

### Examples

Various problems encountered in citing references are listed below in boldface type, and examples are given.

**Author** Given names abbreviated to initials **Abstract**

Hildebrandt, A. C 1948 Influence of some carbon compounds on growth of plant tissue cultures in vitro (Abstr ) Anat. Record 100 674.

**Author** Prefix in name Anglicized **Miscellaneous publication**

Van Dersel, W R. 1938 Native woody plants of the United States their erosion-control and wildlife values. U S Dept Agr Misc. Publ 303 362 p

Two papers same year lettered when citations not numbered  
Name repeated

Magoon, M. L., R. W. Hougas and D. C. Cooper 1958a. Cytogenetic studies of tetraploid hybrids in *Solanum* from hexaploid-diploid matings. *J. Heredity* 49 171-178

Magoon, M. L., R. W. Hougas and D. C. Cooper 1958b. Cytogenetic studies of complex hybrids in *Solanum*. *J. Heredity* 49 235-293

### Abbreviations of Words Used in Citations

Titles for journals can be abbreviated by combining the words listed below (single word titles are not abbreviated). The abbreviation appears in boldface type. The list is adapted from The Chemical Abstracts Service because that list is readily available. When a more widely acceptable list of abbreviations becomes available it will be substituted for the present list.

Abhandlung	Anuario
Abstract	Antropologia
Abteilung	Anaerger
Academia, Académie, Académie	Apiculture
Academy	Apparats, Application, Applikato,
Academica	Applied, Appliqué
Administration, Administrador, Ad-	Arbeit
ministration, Administrative	Arborescens
Agricola, Agricola, Agricole, Agricolo	Archaeology
Agricultura, Agriculteur, Agricul-	Archiv, Archiv, Archiva, Archives
tural, Agriculture	Archivio, Archivum, Archivum
Agrikulturbesende	Association
Agrogeological	Asociario, Associated, Association,
Agronomas, Agronomía, Agronomi	Associations
Agroñomía, Agronomicheskii,	Astrobotanika
Agroñomico, Agronomium, Agro-	Astronomical, Astronomicheskii
nomie, Agronomique, Agronomov	Astronomicon, Astronomique
Akadem, Akademia, Akademie	Astronomiya
Akademiya, Akademiyá	Azerbaidzhanli
Algenaceo, Algenen	Bacteriologica, Bacteriological, Bac-
Allgemein	teriológico, Bacteriologie, Bac-
Allgemein	teriology
America, American, Americano	Bakteriologia, Bakteriologisk
Analiticheski, Analitika, Analitico	Beihet
Analyse, Analytica, Analytical	Belgia, Belgia, Belgique, Belgisch
Analytika, Analytique, Analytisch	Bericht
Anatomia, Anatomica, Anatomical,	Biochemical, Biochemistry
Anatomic, Anatomisch, Anatomy	Biochimica, Biochimico, Bio-
Angewandt	himique
Annales, Annales, Annaler, Annales	Biochimique
Annali, Annals, Annuaire, Annual	

cide Regulation Section 1957 A summary of certain pesticide chemical uses. Loose leaf n p

**Author** Federal agency (omitted as publisher) Revised edition:  
U S Government Printing Office 1959 Style manual. Rev ed  
Washington 492 p

**Book**

Schwartz, R. J 1955 The complete dictionary of abbreviations.  
T Y Crowell Co., New York. 211 p

**Book, Part of**

Overstreet, H. A. 1925 The psychology of effective writing p 87-109  
In H. A. Overstreet Influencing human behavior, Norton,  
New York.

**Bulletin**

Bryant Margaret S 1951 Bibliographic style U S. Dept. Agr  
Bibliographic Bull. 16 30 p

**Illustrations not included in pagination and important**

Smith, L. F 1917 Mechanism of tumor growth in crown gall J Agr  
Research 8 105-183, Figs 4-65

**Newspaper (pages separated)**

Maverick, M. 1944. The case against 'gobbledygook.' New York  
Times Mag May 21 11 35-36

**Paper in a collection or book by various authors**

Lank, G. K. K. 1928 Bacteria in relation to plant diseases, p 590-600  
In E. O. Jordan and I. S. Falk, (ed) The newer knowledge of bacteriology and immunology Univ Chicago Press, Chicago

**Patent original not seen**

Penn F H 1942. Hydrogenated butter method U S Pat 2,272,578  
Feb 10 Abstr in Offic Gas U S Patent Office 535 322

**Proceedings of society Series:**

Salaman R. N., and F. C. Bawden. 1932 Analysis of some necrotic  
virus diseases of the potato Proc Roy Soc (London) B  
111 53-73

**Special part Edition Proposition omitted from English serial  
name Number paged separately**

Riker A. J 1945 Leaflet \. Inoculations with bacteria causing  
plant disease 3rd ed Pure culture study bacteria. 13(1) 15 p

**Thesis on microfilm**

Rafferty Nancy S 1958 A study of the relationship between the  
pronephros and the haploid syndrome in frog larvae. Ph.D. Thesis.  
Univ of Illinois (L. C. Card No Mlc 58-5470) 41 p Univ Micro-  
films Ann Arbor Mich. (Dissertation Abstr 19 1146)

Two papers same year lettered when citations not numbered  
Name repeated

Magoon, M. L., R. W. Houghs, and D. C. Cooper 1938a. Cytogenetic studies of tetraploid hybrids in *Solanum* from hexaploid-diploid matings. *J. Heredity* 49 171-178

Magoon, M. L., R. W. Houghs, and D. C. Cooper 1938b. Cytogenetic studies of complex hybrids in *Solanum*. *J. Heredity* 49 285-293.

### Abbreviations of Words Used in Citations

Titles for journals can be abbreviated by combining the words listed below (single word titles are not abbreviated). The abbreviation appears in boldface type. The list is adapted from The Chemical Abstracts Service because that list is readily available. When a more widely acceptable list of abbreviations becomes available it will be substituted for the present list.

Abhandlung	Annuario
Abstract	Antropologia
Abteilung	Anaiger
Academia, Académica, Académie	Apiculture
Academy	Applicata, Application, Applicato
Academica	Appellé Appliqué
Administración Administrador Ad-	Arbeit
ministración Administrative	Arboriculture
Agrícola, Agrícola, Agrícola Agrícola	Archaeology
Agricultura, Agriculteur Agricul-	Archief Archi Archiva Archives,
tural, Agricultura	Archivio Archivum Archi um
Agriculturekunde	Asociación
Agrogeological	Asociado, Associated Association
Agropecuaria, Agropecuaria Agronomía	Asociaciones
Agromónica, Agromonachskii,	Astrobotanika
Agromónico Agromonismo, Agro-	Astronomical Astronomicheskii
nomía Agromoniyas Agronomy	Astronomica, Astronomiques
Akademi, Akademis, Akademik	Astronomiya
Akademija Akademika	Azerbaidzhanli
Algemeen, Algemeen	Bacteriologies Bacteriological, Bac-
Allgemein	teriológico Bacteriologie Ba-
America, American, Americano	teriology
Analiticheski, Analitica Analitico	Bakteriologia Bakteriologik
Analise Analitien, Analytical,	Beihft
Analytika, Analytique Analytisch	Belgia Belgia Belgique Belgisch
Anatomía Anatómica, Anatomical,	Bericht
Anatomie, Anatomisch Anatomy	Biochemical, Biochemistry
Angewandt	Biochimica, Biochimico Bio-
Annales Annales, Annales Annales	chimique
A nach Annales Annuaire Annuaire	Biochimiques



Giornale	Medicina, Meditsinskii, Medizin
Government	Meditsyna
Great Britain	Memoir Mémoire Memorandum
Helminthological, Helminthology	Memoria, Memorial, Memoria
Helvetia, Helvetica, Helvétique	Meteorological, Meteorologica, M
Hépatologie	eteorologico Meteorologique
Histoire Historia, Historía, Historica	Mexicano Mexico, México
History	Microbiologia, Microbiologica, Mi
Histologie	crobiologie Microbiology
Hungarian, Hungarica, Hungary	Microscopica, Microscopical, Micro-
Hydrabiologia	scopista
Hygiene Hygiène Hygiène Hygienic	Microbiologischerki, Microbiolog
Hygienisch	ischii, Microbiologie Mikrobiel
Ichthyology	ogiya
Immunobiologiya, Immunobiology	Misceláneo Miscellanea, Miscel
Immunologia, Immunologie Im	laneous
munology	Morfologischerki, Morfologie Mor
Incorporated	fologia
Information	Morphologica, Morphologie Mor
Institut Institute, Institution, Insti	phology
tuto Institutul, Institutum,	Mycologia, Mycologies Mycologici
Institut	Mycologie Mycologisch, Mycology
Internacional, International In	Nacional
ternational, Internationala, In	Nationaal National N tionalis
ternationalls, Internationals	Natura, Natural, Naturalis, Naturalis,
Investigación, Investiganda, Invest	Naturalista
igation, Investigative	Nederland Nederlandisch
Ivantiya	Neurologica, Neurological Neurol
Jahrbuch	ogie Neurology
Journal, Journal	Neuropathology
Klasse	Neurophysiology
Klinischerki, Klinik, Klinika,	Neurosurgery
Klinisch	Océanografia, Océanographie
Kongress Kongress	Océanographique Océanography
Krankheit	Officiel Officiel, Officinale
Laboratoire, Laboratorio Labora	Ophthalmologica, Ophthalmologie
torio Laboratoriya, Laboratorii,	Ophthalmology
Laboratory	Paleontology
Latinoamericana	Pamphlet, Pamphlet
Lebensmittel	Parasitologia, Parasitologie Para
Management	sitology
Manufacturing	Part
Mathematica, Mathematics Mathe	Patent
matik Mathématique Mathe	Pathologica, P thologia, Pathol
matisch	ogisch P thology
Médecine Médica, Medical Medicine	Pharmacuticla, Pharmaceutiques
Medicinal, Medico Medicisch,	Pharmaceutisch, Pharmacie
	Pharmacy Pharmacie





- American Journal of Botany  
 American Journal of Human Genetics, The  
 American Journal of Physical Anthropology  
 American Journal of Physiology  
 American Journal of Psychology The  
 American Journal of Tropical Medicine and Hygiene  
 American Midland Naturalist, The  
 American Potato Journal  
 American Psychologist, The  
 Anatomical Record The  
 Annals of the Entomological Society of America  
 Applied Microbiology  
 Archives of Oral Biology  
 Arthritis and Rheumatism  
 Auk, The A Quarterly Journal of Ornithology  
 Bacteriological Reviews  
 Biological Abstracts  
 Biological Bulletin, The  
 Blood  
 Botanical Gazette  
 Brittonia  
 Breeding, The  
 Bulletin of Mathematical Biophysics  
 Bulletin of the Entomological Society of America  
 Bulletin of the Florida State Museum, Biological Sciences  
 Bulletin of the Research Council of Israel Section B Zoology Section D Botany Section E Experimental Medicine  
 Bulletin of the Torrey Botanical Club  
 Circulation Research  
 Contemporary Psychology A Journal of Reviews  
 Copeia  
 Ecological Monographs  
 Ecology  
 Economic Botany  
 Entomological News  
 Evolution  
 Experimental Parasitology  
 Federation Proceedings  
 Forest Science  
 Growth. A Journal for Studies of Development and Increase  
 Human Biology  
 Illinois Natural History Survey Biological Notes  
 Illinois Natural History Survey Bulletin  
 Illinois Natural History Survey Circular  
 Illinois Natural History Survey Manual  
 International Bulletin of Bacteriological Nomenclature and Taxonomy  
 Iowa State Journal of Science  
 Iowa State University of Studies in Natural History  
 Journal of Abnormal and Social Psychology  
 Journal of Animal Science  
 Journal of Applied Physiology  
 Journal of Applied Psychology  
 Journal of Bacteriology  
 Journal of Biological Chemistry The  
 Journal of Biophysical and Biochemical Cytology  
 Journal of Comparative and Physiological Psychology  
 Journal of Consulting Psychology  
 Journal of Dairy Science  
 Journal of Economic Entomology  
 Journal of Educational Psychology  
 Journal of Experimental Psychology  
 Journal of Histochemistry and Cytochemistry The  
 Journal of Immunology  
 Journal of Insect Pathology  
 Journal of Lipid Research  
 Journal of Mammalogy  
 Journal of the National Cancer Institute  
 Journal of Parasitology The  
 Journal of Pharmacology and Experimental Therapeutics  
 Journal of Proteoecology The  
 Journal of Wildlife Management  
 Limnology and Oceanography

Pharmacologia, Pharmacologia	Silviculture
Pharmacologique Pharmacology	Sociedad Sociedade Società, Societas
Physica, Physical Physics, Physicum,	Societate Societ� Societet Society
Physique Physisch	Special
Physiologie Physiologica Physio-	Sperimentale Sperimentazione
logical Physiologie Physiologique	Station
Physiologisch Physiology	Statistics
Phytochimica	Supplement Supplementum
Phytopathological Phytopatho-	Surgery Surgical
logisch	Technica, Technical Technik
Preservation	Technics Technicsny Techniek
Proceedings	Technik Techniks Technikum
Produ�o Product	Technique, Technisch
Progr�s Progreso Progress,	Technological Technologie Tech-
Progreso	nologique Technology
Protozoology	Tijdschrift
Publica�o Publicaci�n Publicatio	Toxicologica Toxicological Toxicol-
Publication Publikace Publika-	ogie Toxicology
tion Publikatsiya	Transaction
Quarterly	Translation
Radiobiologia	Travaux
Radiologia, Radiologie Radiologi�	Tydskrift
Radiology	Universidad Universidade Univer-
Recueil	sit�, Universit�t Universitas
Referativnyi	Universitet Universitet Univer-
Report	sity
Repub�c Rep�blica Rep�blika,	Untersuchung
R�publique	Veterinaer Veterinaire Veterinaria
Review Revist� Revue Reviews	Veterinario Veterinary
Rivista	Volume
Royal Royaume	Wildlife
Russ� Russian Russisch Russkii	Wissenschaft Wissenschaftlich
Scandinavian Scandinavica	Wochenschrift
Science Scientia Scientifico Scien-	Yearbook
tifico Scientifique Scienza	Zeitschrift
Scotland Scottish	Zeitung
Secretary	Zentralblatt
Serie Series	Zhurnal
Serologie Serology	Zoologi Zoologia Zoologicheskii
Service Servicio Servi�o	Zool�gico Zoologic Zoologisch

### *Abbreviations for Serial Publications*

The publications listed below are represented in the Conference of Biological Editors and are chosen as examples of how to abbreviate journal titles using the above words. The abbreviations are set in bold face

Agronomy Journal  
 American Biology Teacher  
 American Forester

American Institute of Biological  
 Sciences Bulletin  
 American Journal of Anatomy The

- American Journal of Botany  
 American Journal of Human Genetics, The  
 American Journal of Physical Anthropology  
 American Journal of Physiology  
 American Journal of Psychology The  
 American Journal of Tropical Medicine and Hygiene  
 American Midland Naturalist The  
 American Potato Journal  
 American Psychologist The  
 Anatomical Record, The  
 Annals of the Entomological Society of America  
 Applied Microbiology  
 Archives of Oral Biology  
 Arthritis and Rheumatism  
 Auk, The. A Quarterly Journal of Ornithology  
 Bacteriological Reviews  
 Biological Abstracts  
 Biological Bulletin, The  
 Blood  
 Botanical Gazette  
 Brittonia  
 Bryologist The  
 Bulletin of Mathematical Biophysics  
 Bulletin of the Entomological Society of America  
 Bulletin of the Florida State Museum, Biological Sciences  
 Bulletin of the Research Council of Israel. Section B Zoology Section D Botany Section E Experimental Medicine  
 Bulletin of the Torrey Botanical Club  
 Circulation Research  
 Contemporary Psychology A Journal of Reviews  
 Copula  
 Ecological Monographs  
 Ecology  
 Economic Botany  
 Entomological News  
 Evolution  
 Experimental Parasitology  
 Federation Proceedings  
 Forest Science  
 Growth. A Journal for Studies of Development and Increase  
 Human Biology  
 Illinois Natural History Survey Biological Notes  
 Illinois Natural History Survey Bulletin  
 Illinois Natural History Survey Circular  
 Illinois Natural History Survey Manual  
 International Bulletin of Bacteriological Nomenclature and Taxonomy  
 Iowa State Journal of Science  
 Iowa State University of Studies in Natural History  
 Journal of Abnormal and Social Psychology  
 Journal of Animal Science  
 Journal of Applied Physiology  
 Journal of Applied Psychology  
 Journal of Bacteriology  
 Journal of Biological Chemistry The  
 Journal of Biophysical and Biochemical Cytology  
 Journal of Comparative and Physiological Psychology  
 Journal of Consulting Psychology  
 Journal of Dairy Science  
 Journal of Economic Entomology  
 Journal of Educational Psychology  
 Journal of Experimental Psychology  
 Journal of Histochemistry and Cytochemistry The  
 Journal of Immunology  
 Journal of Insect Pathology  
 Journal of Lipid Research  
 Journal of Mammalogy  
 Journal of the National Cancer Institute  
 Journal of Parasitology The  
 Journal of Pharmacology and Experimental Therapeutics  
 Journal of Protozoology The  
 Journal of Wildlife Management  
 Limnology and Oceanography

- Lloydia. A quarterly Journal of Biological Science  
 Metabolism  
 Michigan State University Agricultural Experiment Station Technical Bulletin  
 Mycologia  
 Ohio Journal of Science The  
 Papers of the Michigan Academy of Science Arts, and Letters  
 Physiological Reviews  
 Physiologist The  
 Phytopathology  
 Plant Physiology  
 Proceedings North Central Weed Control Conference  
 Proceedings of the Academy of Natural Sciences Philadelphia  
 Proceedings of the American Society for Horticultural Science  
 Proceedings of the Biological Society of Washington  
 Proceedings of the Society for Experimental Biology and Medicine  
 Progress in Cardiovascular Diseases  
 Psychological Abstracts  
 Psychological Bulletin  
 Psychological Monographs  
 Psychological Review  
 Public Health Reports (U.S.)  
 Quarterly Journal of the Florida Academy of Sciences The  
 Quarterly Review of Biology The  
 Science  
 Soil Science Society of America, Proceedings  
 Systematic Zoology  
 Transactions of American Fisheries Society  
 Transactions of the American Microscopical Society  
 Transactions of the North American Wildlife Conference  
 Transactions of the Wisconsin Academy of Science Arts and Letters  
 Weeds  
 Wildlife Disease  
 Wildlife Review  
 Wilson Bulletin, The

## LITERATURE CITED SECTION II

- American Ornithologists Union. 1957 Check list of North American birds. 6th ed American Ornithologists Union. Ithaca N Y 691 p  
 Breed, R. S. E. G. D. Murray and N. R. Smith. 1957 Bergey's manual of determinative bacteriology 7th ed Williams & Wilkins Co Baltimore 1094 p  
 Bryant Margaret S 1951 Bibliographic style U S Dept Agr Bibliographic Bull 16 30 p  
 Buchanan, R. E. (comp) S. T. Cowan (sec) T. Wilken (sec) and W. A. Clark (sec) Editorial Board 1956 International code of nomenclature of bacteria and viruses Iowa State College Press Ames 186 p  
 Chemical Abstracts Service 1966-1969 List of periodicals abstracted by Chemical Abstracts with keys to library files and other information. Ohio State Univ Columbus 10 Ohio 314 p (Supplements 1957-1969)  
 Cockrum E. Landell 1957 Laboratory manual of mammalogy Burgess Publishing Co Minneapolis Minn 160 p  
 Entomological Society of America Committee on Common Names of Insects (R. I. Sailer Comp) 1955 Common names of insects approved by the Entomological Society of America. Bull Entomol Soc Am 1(4): 1-34  
 International Trust for Zoological Nomenclature 1958 Official list of generic names in zoology 1958 Part 1 names 1-1274. Official list of family-group names in zoology 1958 Part 1 names 1-230 International Zoological Trust London.

- Lasjour J (Chief Editor) and F. A. Stafleu (sec.) Editorial Committee. 1936. International code of botanical nomenclature. Kemink en Zoon, Utrecht, 333 p.
- Lawrence G. H. M. 1931. Taxonomy of vascular plants. Macmillan Co., New York, 823 p.
- Meisner, Z. F. 1934. The construction of keys. Systematic Zool. 11: 38-43. Fig. 1-6.
- Schenk, E. T., and J. H. McMasters. 1936. Procedure in taxonomy. 2nd ed. Stanford Univ. Press, Stanford, California, 119 p.
- U. S. Government Printing Office. 1939. U. S. Government Printing Office style manual, Rev. ed. Washington, 497 p.
- Vilmorin, R. de. Chairman, Editorial Committee of International Commission for Nomenclature of Cultivated Plants (IUBG). 1936. International code of nomenclature for cultivated plants. Regnum Vegetabile 10: 1-23. Utrecht.
- Woerdeman, M. W. 1937. Nomenclatura anatomica Parisiensis (1935) et B.N.A. (1935). A. Oosthoek Publishing Co. Utrecht, 174 p. See also p. 1604-1633, Stedman's medical dictionary. 1937. 19th ed. Williams & Wilkins Co., Baltimore.
- Wolf, F. A., and F. T. Wolf. 1947. The fungi, vol. I, p. 163. John Wiley & Sons, New York.

### III APPROVAL OF MANUSCRIPTS AND RELEASE OF RESULTS

The author should obtain approval from the responsible official within his institution before submitting a manuscript, to safeguard the interests of all staff members against erroneous or premature publication.

Technical and institutional information may not be released to the press without permission of both the investigators and responsible administrators.

The first report should be published in a scientific journal or presented before a scientific society. Release to news services may follow.

The investigator should check the press report carefully before its release.

Nothing here is to be interpreted as censorship. The intent is to protect all concerned, including the press, against embarrassing errors.

## IV REVIEW OF MANUSCRIPTS

Editors customarily send a manuscript to qualified reviewers who can help the author avoid error or misunderstanding and add strength and dignity to his presentation. Usually a reviewer remains anonymous but he may identify himself if he wishes. Reviewers are on the author's side whether appreciated or not. An author should take the reviewer's comments seriously and answer criticisms by improving his manuscript not by debate. Misunderstanding by the reviewer usually arises from lack of clarity in the manuscript. Few papers are accepted outright. If the author rejects an important suggestion, he should tell the editor why. The editor is responsible only for the form of the published paper and the author remains responsible for all statements in it.

### SUGGESTIONS TO REFEREES

If a manuscript is too long the author will not be helped by the comment, "This manuscript is too long. Condense it to half." Give clear-cut directions for eliminating unimportant portions or condensing expanded writing. The reviewer should indicate grammatical and rhetorical errors (but his own remarks should be free from similar errors). Avoid changing the writer's style if his meaning is clear and if the text is neither verbose nor cryptic. Be considerate. One test of a good critique is whether the reviewer would be willing to sign it. Keep an open mind. A wise reviewer will not consider his own opinions infallible. There is real danger of rejecting a "breakthrough" manuscript as a "crackpot" paper. Reviewers must treat the manuscript as confidential.

Consider the following:

- 1) Return two copies of the criticism, one of which the editor may send to the author. Copies may or may not be signed.
- 2) Avoid acrimony.
- 3) Grade the paper as superior, good, acceptable (with revision) or unacceptable on both its scientific merit and its form. Also advise the editor on the suitability and acceptability of the abstract.
- 4) Return manuscripts and comments promptly. Advise the editor if you anticipate a delay of more than 2 weeks.
- 5) a) Has the material been published previously in the same or similar form?  
b) Do all parts warrant publication? The American Documenta



### III APPROVAL OF MANUSCRIPTS AND RELEASE OF RESULTS

The author should obtain approval from the responsible official within his institution before submitting a manuscript, to safeguard the interests of all staff members against erroneous or premature publication.

Technical and institutional information may not be released to the press without permission of both the investigators and responsible administrators.

The first report should be published in a scientific journal or presented before a scientific society. Release to news services may follow.

The investigator should check the press report carefully before its release.

Nothing here is to be interpreted as censorship. The intent is to protect all concerned, including the press, against embarrassing errors.

## V COPY EDITING

### TYPE FACE

*Italics* (marked by single underlining)

Use italics for:

- 1) names of books and periodicals in the text but not in the literature cited
- 2) foreign words and phrases and their abbreviations, but not for proper names. Many foreign words are now widely used in English and need not be set in italics (*a priori*, *attaché* in *vitro* in *vivo*, *et al.*)
- 3) mathematical matter for all unknowns and constants (but use roman for differential *d* in *dy/dx* for abbreviations of trigonometric functions and *log*)
- 4) scientific names of genera, species, subspecies, and varieties; names of higher taxa may be italicized.
- 5) letters or numbers in text which refer to corresponding letters or numbers in an illustration
- 6) single letters and words themselves under discussion
- 7) first occurrence of special terms
- 8) emphasizing words or phrases only when other means of emphasis are not satisfactory (but overuse destroys the emphasis)
- 9) titles and legends for tables and figures (see p. 37 and 40)
- 10) cross-reference and indexes for expressions *see see also*

*Small Capitals* (marked by double underlining)

Follow the style of the journal to which the paper is to be submitted. Some journals use small capitals for AD (AD 63) BC (in 31 BC) *FX*, *AM*, and for abbreviations of government or international agencies such as AEC, UNESCO. See page 50 for the use of small capitals in names of chemical compounds. Use small capitals for:

- 1) headings for figures and tables FIG. 1 TABLE 2. In the text abbreviate *figure* (Fig.) but not *table* (Table)
- 2) *SD* (standard deviation)
- 3) *SE* (standard error)
- 4) *x* (normality)
- 5) *M* (molarity)
- 6) *LD<sub>50</sub>*, *ID<sub>50</sub>*, etc., but *MILD*

**Boldface** (marked by wavy underlining)

tion Institute Auxiliary Publication Service (administered by the Library of Congress), accepts for permanent deposit supplementary material (tabular data, illustrations, flow sheets, reference lists, etc.) for papers in journals. By arrangement, an editor may place a note (giving accession number and price) in a paper stating that auxiliary material is on deposit, and available to anyone as a photocopy

- c) Is some other journal more suitable?
- d) Is the manuscript in proper form? Reviewers should suggest minor corrections in diction style etc. on the manuscript
- e) Is the arrangement of the paper satisfactory and economical? Have any ideas been under- or over-emphasized? Should parts be expanded, condensed or omitted? Is there unnecessary repetition or duplication? Make specific suggestions.
- f) Is the author's writing clear? If not, suggest improvements. If he has any bad writing habits, indicate diplomatically how to correct them.
- g) Can you suggest improvements for the illustrations? Are any of them unnecessary? Are more needed? Are they numbered and lettered? Will the smallest lettering be clear after the necessary reduction?
- h) Are there errors of fact interpretation, or calculation?
- i) Were the technical and experimental methods adequate?
- j) Do the tables present the data clearly and concisely?
- k) Does the author have adequate knowledge of the pertinent literature? Are there too many or too few citations listed? Are they in the proper form?

- 13) the first word after a colon if the following words form a complete independent clause that is not logically dependent on the preceding clause

### PRINTERS' MEASUREMENTS AND SIZES OF TYPE

Printers' measurements are based on the point (= 0.01384 inch). A "pica" is 12 points; there are about 72 points or 6 picas to an inch. Size of paper, covers, engravings, trim size of page and margins are usually expressed in inches; length of type line and width and depth of columns are expressed in picas; size of type and leads, the thickness of rules and spaces are expressed in points. The size of any font of type includes the height of ascenders (d, f) or capital letters, and the depth of descenders (g, q). Equivalents of the various units are as follows:

1 inch	= 6 picas	= 72 points
1 pica	= 12 points	= $\frac{1}{6}$ inch
1 point	= $\frac{1}{72}$ inch	= $\frac{1}{12}$ pica

The "em" is a square of the body height of any size of type. A 1-em dash (—) in a 9-point type is 9 points long (length of the capital M in that font). One em is equal in length to 2 en. Usually paragraphs are indented 1 em.

Rules (—) used in print have their thickness expressed in points and their length in picas. The one shown is 1-point, 2 picas.

Leaders ( ) have their length expressed in ems and the size controlled by the specific type used.

Standard type is available in sizes from 6-point to 60-point. Most articles in scientific journals are set in 8- or 10-point type usually with 1- or 2-point leading (space) between printed lines. This paragraph is set in 10-point type with 2-point leading, customarily expressed as 10/12.

*This sentence is set at least one 6-point roman type.*

These are CAPITALS and SMALL CAPITALS in 8-point type.

This is italic and boldface 10-point type.

This type, useful for headings, is 12 point.

**This line is set in 18-point type.**

The text of this manual is set in 10 point; the first headings in 18 point, and the tables in 8 or 6 point.

### CASTING OFF

This is a device for copy fitting and determining the space that will be occupied by a particular typescript when set in type of a certain size.

### Mark for boldface

- 1) names of genera, species, and subspecific taxa proposed for the first time
- 2) vectors in mathematics

*Capitals* (marked by triple underlining only where intention is not clear)

### Use for

- 1) *proper nouns and some proper adjectives*. But words derived from nouns, which have a specialized meaning need not be capitalized *petri dish paris green, bunsen burner, italicize pasteurize*
- 2) the first letter of each sentence
- 3) only the first word and proper names in titles of books and journal articles in literature citations
- 4) the initial letter of official titles of courtesy when the titles must be used
- 5) the official names of private or government organizations and institutions but not the shortened form of such names unless necessary to avoid ambiguity
- 6) generic geographical terms that follow a proper name (river Mississippi River)
- 7) names of historical epochs, geologic ages and strata, zoogeographic zones, and other terms used for convenience of classification. The terms *age era, epoch period till glaciation*, and others need not be capitalized unless ambiguity might result Neolithic age Stone Age Ice Age Pleistocene epoch
- 8) scientific names of phyla, orders, classes families, and genera but not of species or subspecific taxa (except where permitted by the *Botanical code*)
- 9) complete vernacular or common names of species (but not subspecies) of birds in accordance with the check list of the American Ornithologists Union (1957) (see p 54) Examples Bald Eagle Ruby throated Hummingbird Great Auk *but* eagle hummingbird and auk
- 10) common names of insects *only when in accordance with the list approved by the Entomological Society of America (see p 54)* Examples Alaska spruce beetle American grasshopper Chinese mantis, Virginia-creeper sphinx
- 11) names of stars and other astronomical bodies. (Earth moon and sun need not be capitalized except when they are used in a paper containing other astronomical terms.)
- 12) trade-marked names do not use adjectives derived from trade names.

## VI PROOF

### TEXT

The galley proofs usually the only proofs the author sees before publication, are the first indication of how his work will finally appear. Remember that these are *imprints on cheap paper made on a hand press with no breaks between pages* and are usually covered with queries and symbols. Galley proofs are never as clear-cut as final printing. Never cut the proof sheets; never obliterate the coded marks at the top—they identify the typesetter, location of type and other essentials and will be removed later. Never erase or eradicate marks on the proof; if an indicated change is not desired, cross it out and mark "set" or "OK as set" beside it, and underline with dots the words to be retained.

Galleys are marked by the printer or the editor with various corrections, changes and queries to the author. The author should explicitly answer each query (indicated by question mark). Avoid using an ambiguous "OK" in answer to a query. If you want the material to remain as set, cross out the question mark. In resetting the type from corrected galleys, the compositor does not read for sense but scans the margins and resets only those lines marked for changes. Make all corrections neatly, clearly and horizontally opposite the line to which they apply. Insertions of more than one line should be typed and attached (by paste or glue) as flyers to the galley at the point where they occur. All changes must be on the galley sheets, not in an accompanying letter. The typesetter has no means of following an extra set of instructions, nor the time or inclination to run through the author's reasons for changes.

Check the proof, word for word, against the typescript, preferably with another person, and reading aloud. Verify all unusual names, all numerical data, bibliographic references, and the like against original sources. Do not use blanket orders, such as "*set Ross in italics through out.*" Each individual instance must be marked. Mark galleys in a different color from marks already there. It is customary for authors to mark printer's errors in red, author's alterations in blue or black. Indicate the position of figures and tables by a marginal notation, with a circle around it, also circle all notes and instructions not to be set in type.

### PROOFREADERS' MARKS

Learn and use the customary proofreaders' marks (Fig. 3)

Correction requires two marks on the galley—one in the margin indi-

Ordinary typewriters print the same number of characters or spaces per inch (10 for pica, 12 for elite typewriters)

In printers types letters are of many widths capitals are wider than lower case letters, the *w* and *m* are wider than *e* and *h*, and the *i* and *l* narrower but these differences tend to average out. Printers can provide estimates of the number of characters per pica for any size of any font. For example Caledonia type sets 8 14 characters per pica (in 8 point) 2 63 (in 10 point) or 2.26 (in 12 point) A simple formula for computing the number of printed pages from any manuscript is this

No of printed pages =

$$\frac{(\text{No. MS lines per page}) \times (\text{Characters and spaces per MS line}) \times (\text{No. of MS pages})}{(\text{Characters and spaces per printed line}) \times (\text{No. lines per printed page})}$$

ating what is to be done and another within the type indicating by a short perpendicular line or a caret (^) the exact place where the change is to be made. If several corrections occur in one line mark them from left to right, and separate them by a long slant line (/) in the nearest margin.

Galley proof is not the place for extensive changes. If necessary, however, new material can often be added at the end of a paragraph or as a new paragraph. But an account of discoveries or observations made after the original manuscript was submitted must not be added this way. It is not ethical. Such matter belongs in an addendum and requires the permission of the editor for inclusion. Insertions within the paragraph should, if possible, equal the deleted material letter for letter.

Figure 4 is a sample set in type (with more than the usual number of corrections) showing the necessary proofreaders' marks.

Nothing whatsoever should be added to or deleted from the original typescript. Return the typescript with the galleys.

#### ALTERATIONS

Once type is set, changes are far more costly than the original typesetting operation. Much text matter is set on linotype machines. I.e., an entire line is cast as one "slug"; any change requires resetting the entire line. Additions often necessitate resetting the rest of the paragraph. Printer's errors are corrected at no cost to the author. The original manuscript, as marked for the printer by the editor, is the authority for identifying printer's errors and author's corrections. Printers and editors are grateful when authors clearly identify changes from the original copy. Above a certain minimum, authors are usually charged for the labor of making alterations. Since compositors are well paid, it behooves the author to submit letter-perfect manuscript.

#### ILLUSTRATIONS

Proofs of halftones on galley paper show much less detail and contrast than the finished product. Judge halftones by engraver's proofs. Line cuts with minor faults may sometimes be repaired by cutting out or adding small details. Necessary corrections should be added at the margin and the engraver's proofs returned. Usually, if the original art work was satisfactory, corrections are unnecessary and the originals need not be returned. Identification of the figure should be marked on the proofs and if there is the slightest possibility of confusion, the proper edge of the proof should be marked "top." Check the stated magnification of all illustrations.



Ⓞ Period	Ⓐ Character to go around letters words or phrases to indicate that they are to be transposed Always include "tr" on margin of proof
Ⓡ Comma	3n
≡ Hyphen	
Colon	
, Semicolon	stet Let it stand when something has been inadvertently crossed out Dots under matter will usually suffice but also include stet on margin to avoid misunderstanding
✓ Apostrophe	
✓ Quotations	
□ Indent one em double for two em and so on	✂ Delete—take out
$\frac{1}{m}$ One em dash	✕ Broken letters or defective type
$\frac{2}{m}$ Two em parallel dash	¶ Paragraph
↓ Push down lead or space	no ¶ No paragraph
⊂ Close up	wrong Wrong font
/ Less space	/// Equalize spacing
^ Caret—something to be inserted	≡ Capitals and <del>cor</del>
Ⓢ Turn letter or line	≡ Small capitals and <del>cor</del>
# Insert space	ℓ Lower case
[or] Move to left or to right	Ⓟ Superior or inferior letters or figures
↑ or ↓ Move up or move down	— Italics, and <del>ital</del>
( ) Parentheses	rom Roman
[ ] Brackets	spell Spell out if figure
tr Transpose	② Circle around figures means spell out
out see copy (be sure manuscript is returned if this is used)	~~~~~ Bold face ℓ

cating what is to be done and another within the type indicating by a short perpendicular line or a caret ( ^ ) the exact place where the change is to be made. If several corrections occur in one line mark them from left to right, and separate them by a long slant line ( / ) in the nearest margin.

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#### ILLUSTRATIONS

Proofs of halftones on galley paper show much less detail and contrast than the finished product. Judge halftones by engraver's proofs. Line cuts with minor faults may sometimes be repaired by cutting out or adding small details. Necessary corrections should be added at the margin and the engraver's proofs returned. Usually if the original art work was satisfactory corrections are unnecessary and the originals need not be returned. Identification of the figure should be marked on the proofs, and if there is the slightest possibility of confusion, the proper edge of the proof should be marked "top." Check the stated magnification of all illustrations.

# Fawns Versus Food

It is basic in animal biology that for more young are produced than necessary to carry on the species. This is true of ants, elephants, man, people, and deer. The better nourished a doe is, the more fawns she produces and the better chances her fawns have for survival after birth. One of the principles of deer herd management, or livestock raising, can be briefly stated: If on a given amount of food we carry a smaller number of bred females overwinter each one will be better fed. Well fed does will produce at least as many fawns as 15 half-starved ones. This has been proved beyond question. Michigan is no exception to this rule. In the upper peninsula the average rate of fawn production is 14 or 15 fawns per year from every 10 breeding does and in southern Michigan fawn production jumps up to 20 per 10 does.

—Michigan Whitetails 1959

FIG. 4 Portion of corrected galley proof

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—MICHIGAN WHITETAILS 1959

## HANDLING OF PROOF FOR FOREIGN AUTHORS

To reduce postal expense, foreign authors too often submit manuscripts typed on onion-skin paper, single-spaced, with scanty margins. Such manuscripts are unacceptable. As nearly as possible all manuscripts, whether domestic or foreign, are treated the same. Air mail is recommended for all transactions between editors and foreign authors. A foreign author often has some American colleague deal for him with the editor concerning minor changes, rewrites, proofreading, and ordering of reprints.

## VII INDEXING

An index is one of the most important means for retrieving scientific information. Scientific papers rarely have a separate index but journals, books, and other documentary materials should have good indexes.

Authors may prepare indexes but generally either the editor or an experienced indexer does this. Rules and instructions for making an index are given in references cited and in the Final Report (October 1958) of Z-39 Subcommittee on Indexing American Standards Association

A few important suggestions are

- 1) Make the index promptly from page proof. Index all material in the introduction, main text, footnotes, and addenda.
- 2) Mark on the proof key words and names, significant phrases, and ideas or hypotheses. Key words are nouns or substantive phrases, not adjectives. Copy these items on filing cards, one entry to a card or on perforated cards or paper. Arrange the items in alphabetical order and then sort into main headings and subheadings, making sure that each refers properly to the main subject, for example:  
Ant(s) red diseases of 1 10  
Blackberry effect of temperature on storage of 2  
Cold frames, plastic covers for 8 9 10  
DeForest, Lee 100  
Energy derived from carbohydrates 7  
Feline pneumonitis virus review of 4
- 3) Capitalize initial words of main headings. In complex indexes, capitals and small capitals, italics, and boldface may be used to distinguish entries.
- 4) In multiple-word headings use the word-by-word method of alphabetizing (New York before Newark) rather than the letter-by-letter method. File entries having the same name alphabetically (New York City Port -State).
- 5) File hyphenated entries as if separate words.
- 6) File abbreviations as if spelled out.
- 7) File numbers as if spelled out except that historical periods (17th century 18th century) are filed chronologically. Numbers, Greek letters ( $\alpha$   $\beta$   $\gamma$ ) ortho- meta para sec tert- d l D- L- etc. used in chemical nomenclature are not alphabetized except when establishing position under a heading.

- 8) Use a comma after headings and between two prepositions to stand for the inverted object of the first preposition. Dashes may be used in place of headings or subheadings when the entry is repeated often.
- 9) Cross-reference the index to as many headings as desirable. Use a cross reference (*see*) from an entry to a synonymous term, and (*see also*) from an entry to another on a related subject. File *see also* references alphabetically before all other entries under a heading; if of minor significance file under subheading or omit.

## VIII USEFUL REFERENCES

Besides an up-to-date dictionary (*Webster's New International Dictionary* is preferred) an author or editor may get help from a variety of reference works. A few authoritative and generally useful books and articles are

- Andrews E. 1947 *A history of scientific English. The story of its evolution based on a study of biomedical terminology* Richard R. Smith New York. 342 p
- Brown R. W. 1934. *Composition of scientific words* Published by the author U S Geological Survey Washington. 863 p
- Crouch W G and R. L. Zetter 1954. *A guide to technical writing* 2nd ed. Ronald Press Co New York 441 p
- Ferguson, C W 1939 *Say it with words.* Alfred A. Knopf New York. 214 p.
- Fowler H. W. 1950 *A dictionary of modern English usage* Oxford Univ Press, London 742 p
- Hewitt Richard M. 1957 *The physician writer's book. tricks of the trade of medical writing* W B Saunders Co., Philadelphia. 415 p.
- Jaeger E. C 1935 *A source-book of biological names and terms.* 3rd ed C C Thomas Springfield, Illinois. 317 p
- McAtee W L. 1940 *On scholarly writing and critical reviewing* Sci Monthly 51: 77-79
- McCartney E. S. 1953 *Recurrent maladies in scholarly writing* Univ Michigan Press Ann Arbor 141 p
- Meleher Daniel and Nancy Larriek. 1966 *Printing and promotion handbook how to plan produce and use printing, advertising and direct mail.* 2nd ed McGraw Hill Book Co New York. 433 p.
- Miles S. B. 1957 *How to make tables of information.* Purdue Univ Agr Expt. Sta. Lafayette Indiana. 86 p
- Ridgway J L. 1933. *Scientific illustration.* Stanford Univ Press Stanford California. 173 p
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- Skillin Marjorie E. Robert M. Gay and other authorities 1948. *Words into type a guide in the preparation of manuscripts for writers editors proofreaders and printers* Appleton-Century-Crofts Inc. New York. 563 p
- Stiles C W 1923. *What constitutes publication?* Science 67: 471-478.
- Strunk, W Jr and E. B White. 1929 *The elements of style* Macmillan Co New York. 71 p
- Trelease, S F 1951 *The scientific paper* 2nd ed Williams & Wilkins Co Baltimore 163 p.
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# INDEX

- Abbreviations 22-23 4-31, 65-70  
beginning a sentence 23  
for countries, 4  
for enclaves, 23  
for geographic periods 23  
for geologic names, 23  
for measure units, 20, 24-31  
for scientific names, 23  
for scientific publications, 65-70  
for states, 4  
for stratigraphic units, 23  
for weight units 20, 24-31  
in index, 24  
in titles of papers, 24  
of geographic names, 22  
of geologic names, 23  
of Latin words and phrases 4-31  
punctuation of 11-12, 21-23, 24-31
- Abstract, 23, 24, 25-26  
content of 26  
for *Biological Abstracts*, 26  
index words and, 26  
length of 26  
style of, 25
- Accents for letters in words, 32
- Accuracy in writing, 3
- Acknowledgments, 28
- Acute accent, 32
- Adjectives, compound, 13-19
- Adverbs, compound, 19
- Agency as author in literature cited,  
handling of, 63-64
- Alignment of columns in tables 42
- Aliquot, usage of, 8
- Alterations,  
in manuscript, 24  
in proof, 11
- American Documentation Institute  
storage of supplementary material  
in, 74
- American names in literature citation,  
58
- Analyses, chemical, of compounds,  
47-48
- Anatomical nomenclature, 11
- Apostrophe 16
- Arabic names in literature citation, 60
- Asterisk,  
for ellipsis 11  
for footnote reference in table 42
- Authorship in literature cited, 59-64
- Bacteriological nomenclature 51-53
- Bibliography *see* Literature cited
- Biological Abstracts* preparation of  
abstract for 26
- Boiling point of compounds, 26, 41
- Boldface use of, in type 75-78
- Book in literature cited, handling of 64
- Botanical nomenclature, 51-53
- Boxhead in table 41
- Brackets, 13
- Brazilian names in literature citation,  
59-60
- Breve or kratkaya, 27
- Bulletin in literature cited, handling  
of 64
- By-line of paper 25
- Capitalization of scientific names 52
- Capitals,  
use of in type, 76  
small, use of, in type, 76
- Carriage off in copy editing, 77-78
- Cedilla, 22
- Chemical analyses of compounds, 47-48
- Chemical equations, 43-47
- Chemical formulas, 43-47
- Chemical nomenclature 49-51
- Chinese names in literature citation, 60
- Circumflex, 22
- Citation of author in nomenclature of  
organisms, 53
- Codes of nomenclature for organisms,  
51-55
- Colon, 14
- Comma, 12-14  
in adjacent sets of figures, 13  
in numerals, 13  
in quotations, 13, 14



## VIII USEFUL REFERENCES

Besides an up-to-date dictionary (*Webster's New International Dictionary* is preferred) an author or editor may get help from a variety of reference works. A few authoritative and generally useful books and articles are

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Keys for identifying organisms, construction of 53-55  
 Kinkaya or hruva, 33

Language concise 1

Latin words and phrases abbreviations of, 31-31

Leaders in print 7

Literature cited, 58-70

abbreviations used in 61-70

abstract 62

agency as author in, handling of 63

American names in, 59

Arabic names in, 60

authorship in, 59-61

book in, handling of 62, 64

Brazilian names in, 59-60

bulletin in, handling of 61

Chinese names in, 60

committee as author in, handling of 61

Dutch names in, 60

Egyptian names in, 60

examples of, 62-63

French names in, 60

German names in, 61

Hungarian names in, 61

Indian names in 61

name numbered separately in, handling of 63

miscellaneous publication 62

missing bibliographic details in, 63

name-and-year system of 58

newspaper in, handling of 64

number system of 58

pages separated in article in 63

putting of illustrations in, 62

patent in, handling of 61

periodical abbreviations used in, 61-70

presentation of 37 53-63

rules for forming periodical abbreviations, 61-62

subtitle in, handling of 63

Thai names in, 61

themes on microfilm in, handling of 64

title of 61

transliteration of words in 62, 63

two papers same year handling of 65  
 volume and page of periodicals in 62  
 year of publication in, 61

Micron 32

Manuscript,

abbreviations in, examples of acceptable 21-31

abbreviations in, use of 24-31 53-70

abstract for 33

acknowledgments in, 58

alterations in, 34

anatomical nomenclature in, 51

approval of 73

biological nomenclature in, 51-55

by-line for 35

chemical analyses of compounds in, 47-49

chemical equations in, 41-47

chemical formulae in, 43-4

chemical nomenclature in, 49-51

compound words in use of 15-19

copy editing of 75-78

corrections in, 33

dates in, use of, 19-20

decimal system in, use of 20-21

descriptions of soil types in, 4

diacritical marks in, use of 21

documentation in, 56-57

enumeration of series in, 17 18

figures (illustrations) and legends 37-40

footnotes in, 57-68

geographic names in, use of 20-23

geologic names in, use of 20-23

Greek alphabet in, use of 21

headings in, 35

illustrations and legends in, 37-40

indexing of 51-53

keys for identifying organisms in, 53-58

legends for illustrations in, 37-40

length of in printed form, 77-78

literature cited in, 53-55

mathematical equations in, 43-44

mathematical formulae in, 43-44

metabolic quotients in, 49

metric system in, use of 20-21

- Comma (*continued*)  
 in separation of clauses 12-13  
 omission of 13-14  
 separation of conjunctive adverbs with, 13
- Committee as author in literature cited, handling of 63
- Common names of organisms 54-55  
 abbreviations for 25
- Compound adjectives 18-19
- Compound adverbs 19
- Compound family names in literature citation 50-61
- Compound nouns 18
- Compound verbs 19
- Compound words 18-19
- Copy editing 75-78
- Copyright regulations, 56-57
- Corrections  
 in manuscript 34  
 in proof 79-82
- Cross references in indexes filing of 85
- Dangling participles in writing 4
- Dash, 15
- Dates, punctuation of 13 19-20
- Discritical marks 32
- Diacesis 32
- Dot superior 32
- Dutch names in literature citations 60
- Egyptian names in literature citation, 60
- Ellipsis 11  
 Em in printer's measurements 77
- Enumeration punctuation of 15 17-18
- Equations  
 chemical 45-47  
 mathematical 43-44
- Exclamation mark, 15
- Field in table 41
- Figures citation of in text 24 40
- Footnotes  
 indication of in tables 42 53  
 indication of in text 53  
 typing of 58  
 use of 57-58
- Formulas  
 chemical 45-47  
 mathematical 43-44
- French names in literature citation, 60
- Geographic names 21-23  
 abbreviations of 23
- Geographic periods abbreviations for 23
- Geologic names 21 24  
 abbreviations for 23
- German names in literature citation 61
- Grave accent 32
- Greek alphabet 31
- Headings in paper 36-37
- Horticultural varieties 31
- Hungarian names in literature citation, 61
- Hyphen, 16 18
- Illustrations,  
 citation of in text 21 40  
 in paper 37-40  
 legends for 40  
 mailing of 40  
 preparation of 37-40  
 preparing copy of 37-40  
 scaling of 31  
 size of 36  
 symbols used in 40
- Indexing 84-86
- Indian names in literature citation 61
- Insect names compound 19
- Insertions  
 in manuscript 34  
 in proof 79
- Italics  
 for cross references see 75  
 for foreign words 75  
 for letters under discussion in text 75  
 for mathematical matter 3  
 for names of books in text 73  
 for scientific names 75  
 use of 75
- Jargon in writing, 5

Keys for identifying organisms, construction of 83-84  
 Kratky or breve 32

Language concise 1

Latin words and phrases, abbreviations of 24-31

Leaders in print, 7

Literature cited, 58-70

abbreviations used in, 61-70

abstract, 62

agency as author in, handling of 63

American names in, 59

Arabic names in, 60

authorship in, 59-64

book in, handling of 62, 64

Brazilian names in, 59-60

bulletin in, handling of 64

Chinese names in, 60

committee as author in, handling of, 63

Dutch names in, 60

Egyptian names in, 60

examples of, 62-65

French names in, 60

German names in, 61

Hungarian names in, 61

Indian names in, 61

is not numbered separately in handling of 63

miscellaneous publication, 62

missing bibliographic details in 62

name and year system of 63

newspaper in, handling of 64

number system of 58

pages separated in article in, 63

pages: illustrations in, 62

patent in, handling of 64

periodical abbreviations used in, 61-70

punctuation of 17 58-63

rules for forming periodical abbreviations 61-62

subtitle in, handling of, 63

Thai names in, 61

thesis on microfilm in, handling of, 64

title of 61

transliteration of words in, 62, 63

two papers same year handling of 63  
 volume and page of periodicals in, 62  
 year of publication in, 61

Macron, 32

Manuscript

abbreviations in, examples of acceptable 1-31

abbreviations in, use of 1-31 58-70

abstract for 25

acknowledgments in, 56

alterations in, 34

anatomical nomenclature in, 51

approval of 7

biological nomenclature in, 51-53

by-line for 25

chemical analyses of compounds in, 47-49

chemical equations in, 45-47

chemical formulas in, 45-47

chemical nomenclature in, 49-51

compound words in, use of 15-19

copy editing of 73-75

corrections in, 31

dates in, use of 19-20

decimal system in, use of, 20-21

descriptions of solutions in, 47

diacritical marks in, use of 21

documentation in, 56-57

enumeration of series in, 1-15

figures (illustrations) and legends 37-40

footnotes in, 57-58

geographic names in, use of 20-22

geologic names in, use of 20-22

Greek alphabet in, use of 21

headings in, 39

illustrations and legends in, 37-40

indexing of 54-55

keys for identifying organisms in, 53-55

legends for illustrations in, 37-40

length of in printed form, 7-13

literature cited in, 58-63

mathematical equations in, 42-44

mathematical formulas in, 42-44

metabolic quotients in, 49

metric system in, use of 20-21

Manuscript (*continued*)

- nomenclature of organisms in 51-55
- numerals in use of 19-20
- paging of 34
- paper for 33
- physical properties of compounds in 47-49
- preparation of 33-70
- punctuation in 11-17
- punctuation of literature cited in 17 58-63
- quotations in 56-57
- reading proof of 79-83
- reference of suggestions to 73-74
- release of 72
- review of 73-74
- running head for 34
- statistics in treatment of 45
- suggestions to referees of 73-74
- symbols in examples of acceptable 24-31
- tables in 40-43
- title for 34
- type face used for 75-78
- typing of 33

## Marks

- diacritical 32
- proofreaders use of 81

## Mathematical equations 43-44

## Mathematical formulas 43-44

## Measures

- common units for 20-22
- metric system for 20-22

## Melting point of compounds 29 48

## Metabolic quotients 49

## Metric system, 20-22

- common equivalents for 21-22
- prefixes for multiples in, 20
- symbols used in 20 24-31
- units of 20-22

## Molarity of solutions 47

## Name-and year system in literature citation 58

## Names

- compound common 19
- compound family in literature citation 50-61
- of organisms common or vernacular 54-55

- of organisms, common or vernacular compound words for 19
- of organisms scientific 51-55

## Newspaper in literature cited handling of 64

## Nomenclature,

- anatomical, 51
- bacteriological 51-55
- botanical 51-55
- chemical 49-51
- codes of 51-55
- of chemical compounds 49-51
- of organisms 51-55
- zoological 51-55

## Normality of solutions 47

## Noun habit in writing 3

## Nouns compound, 18

## Number system in literature citation 58

## Numbers in index entries filing of 84

## Numerals punctuation of 13 19-20

## Of and which in writing 4

## Optical rotation of compounds 29 48

## Pages

- printed, from typewritten pages 78
- typewritten, to printed pages 77

## Paging of manuscript 34

## Paper for typing manuscript 33

## Parentheses 16

## Participles dangling, in writing 4

## Particles and particle phrases in literature citations 59-61

## Patent in literature cited handling of 64

## Period 11-12

- after abbreviations, 11 24 31
- as decimal point 11
- as ellipsis, 11
- at end of footnote 12
- in parentheses, 12
- in quotations, 12
- in titles 12
- omission of 11-12
- raised 12

## Physical properties of compounds 47-48

- Plant names, compound, 19  
 "Point in printer's measurements, 77  
 Portuguese names in literature citations, 80-82  
 Prefixes,  
   for multiples of metric system, 20  
   in compound words, 19  
 Principles of writing, 1  
 Printed pages from typewritten pages  
   7  
 Printer's measurements, 77  
 Proof, 79-83  
   alterations in, 81  
   checking, 79-82  
   handling of for foreign authors 83  
   illustrations in, checking, 81  
 Proofreaders marks, 79-81  
 Properties physical, of compounds, 6-  
   43  
 Publications, scientific, abbreviations  
   for 68-70  
 Punctuation,  
   apostrophe, 16  
   brackets, 15  
   centered period, 12  
   colon, 14  
   comma, 12-14  
   dash, 15  
   ellipses, 11  
   em dash, 15  
   exclamation point, 15  
   hyphen, 16  
   in abbreviations, 11 12, 24-31  
   in chemical formulas, 12-42-51  
   in enumeration and series, 15 17 18  
   in genetic expressions 12  
   in literature citations, 17 55-63  
   in mathematical expressions 12  
   in numerals, 19-20  
   of abbreviations 11-12, 21 23 4-31  
   parentheses 15  
   period, 11 12  
   period, centered or raised, 12  
   question mark, 15  
   quotation mark, 16  
   semicolon, 14  
   slant line (solidus or virgule) 16-17  
   usage of, 11 15  
   virgule 16-17  
 Question mark, 15  
 Quotation marks, 16  
 Quotation of material, 55-57  
 Quotients, metabolic, 40  
 R<sub>r</sub> value of compounds 43  
 References, suggestions to 73-74  
 References useful 22, 70, 86  
 Refractive index of compounds, 30 45  
 Results,  
   approval of in institution, 77  
   release of 72  
 Review of manuscript, 73-74  
 Rotation, specific of compounds, 29 45  
 Rules, printing of, 7  
 Running head, 34  
 Scientific publications abbreviations  
   for 68-70  
 Semicolon, 14  
 Series punctuation of, 15, 17-18  
 Slant in writing, 5  
 Slant line 16-17  
 Slash or solid, 22  
 Small capitals use of, in type 73  
 Soft sign, 32  
 Solidus, 16-17  
 Solutions descriptions of 47  
 Spelling of common words, 8-11  
 States abbreviations for 24  
 Statistics, 45  
   in tables, 42  
 Sted or slash, 22  
 Storage of supplementary material in  
   American Documentation Institute 74  
 Stratigraphic records 23  
 Stratigraphic units abbreviations for  
   23  
 Stroke 23  
 Stub in table 41  
 Suffixes in compound words 19  
 Superior dot, 22  
 Symbols, 24-31  
   for metabolic quotients, 40  
   for use in tables 41-42  
 Table(s)  
   alignment of columns in, 42  
   citation of, in text 43

## Tables (continued)

footnotes for 42

in manuscript 40-43

parts of 41

symbols used in 41

titles for 41

Thai names in literature citation 81

Thesis on microfilm in literature cited  
handling of 64

Tilde, 32

Title of paper 34

abbreviations in 24

Type face 76-77

Type size of 77

Typewritten pages to printed pages 77

Typing of manuscript, 33-34

Umlaut 32

Usage of common words in writing 8-11

Verbs compound, 19

Vernacular names of organisms 54-55

Virgule 16-17

## Weights

abbreviations for units of 20 24-31

common units for 20-22

metric system for 20-22

## Words

abbreviation of 24-31

compound 18-19

spelling of common 8-11

usage of 8-11

Wordy phrases in writing, 8-8

## Writing,

abbreviations in examples of accept-

able, 24-31

abuse in examples of 5 6

accuracy in 3

bad reference in examples of ,

choice of words in, 8-11

compound words in 18-19

concise examples of 6

concise language in 1

dangling participles in 4

dates in 19-20

decimal system in 20-21

diacritical marks in use of 32

enumeration of series in, 1,-18

examples of bad habits in 5-8

geographic names in 20-23

geologic names in 20-23

good reference examples of 7

Greek alphabet in, use of 31

jargon in 5

metric system in, 20-21

nonsense in examples of 7-8

noun habit in 3

numerals in 19-20

of and which in, 4

principles of 1

punctuation in 11-17

punctuation of literature cited in  
17 53-65

spellings of words in 8-11

symbols in examples of acceptable  
24-31

usage of common words in 8-11

wordy examples of 6--

Zoological nomenclature 51-55

